

NORTH EAST LEARNING TRUST

JOB DESCRIPTION

Job Title: HTLA		Workplace: Browney Academy
Responsible to: Headteacher	Responsible for: n/a	Salary Band:

JOB PURPOSE: To support and assist teachers as part of a professional team, to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of a qualified teacher in line with school policies and procedures.

Resources:

Staff	None
Finance	None
Physical	Some shared responsibility for classroom/school equipment and materials
Clients	Students, staff

Duties and responsibilities:

- To provide support for students, teachers and the whole school.
- To provide cover for PPA as required across the school.
- To take responsibility for agreed learning activities under an agreed system of supervision, adjusting activities according to student responses and needs. This will include delivering learning activities as prepared by the class teacher.
- To use I.T. effectively to support learning activities.
- To work within the school's behaviour policy, managing student behaviour constructively, promoting self-control and independence and being an effective role model.
- To adhere to the school's safeguarding and confidentiality policies and procedures.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Signed: _____(Post holder)

Date: _____

Signed: _____(Line Manager)

Date: _____