

JOB DESCRIPTION

Job Title	STEP HLTA
Responsible to	Headteacher

Job Purpose:

- To provide cover for whole classes under a system of supervision.

Key Accountabilities:

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Carry out risk assessments, fire drills etc as required.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: STEP HLTA

Category	Essential	Desirable	Assessed by: Application	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
	Working with or caring for pupils of relevant age		√	√	
Knowledge & Understanding					
	Previous experience		√	√	
	Understanding of relevant policies/codes of practice and awareness of relevant legislation		√	√	
	Understanding and adhering to the academy's policies on child protection and safeguarding		√	√	
	Commitment to and understanding of Equal Opportunities		√	√	
	Basic understanding of child development and learning		√	√	
Skills & Abilities					
	Good numeracy/literacy skills and communication skills		√	√	
	Confidence in dealing with young people, maintaining discipline and motivation. Ability to self-evaluate learning needs and actively seek learning opportunities		√	√	
	Ability to relate well to pupils and adults		√	√	
	Ability to use and maintain an online register/payment system		√	√	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		√	√	

Special conditions					
	An enhanced DBS disclosure			√	
	Willing to undertake first aid training and maintain a valid first aid certificate		√	√	
	Good timekeeping and attendance		√	√	