

Computing HLTA Job Description

<p>JOB ROLE</p> <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. The postholder will deliver the Computing curriculum across Years 1–6, including planning, preparing and delivering high-quality computing lessons and assessing pupils’ progress, alongside the Computing Lead. The postholder will also undertake generic HLTA responsibilities at other times of the day, including class cover, small-group intervention, behaviour support and preparation of learning resources.</p>
<p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Assess the needs of pupils and use specialist computing knowledge and skills to support pupils’ learning and progress. • Establish productive working relationships with pupils, acting as a role model and setting high expectations including modelling safe and creative use of technology. • Develop and implement IEPs with the support of SENCO • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement
<p>SUPPORT FOR THE TEACHER</p> <ul style="list-style-type: none"> • Organise and manage appropriate learning environment and resources • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate • Monitor and evaluate pupils responses to learning activities through a range of assessment and monitoring strategies against pre-determines learning objectives • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence • Supporting the roll of parents in pupil’s learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc. • Administer and assess/mark tests • Production of lesson plans and resources
<p>SUPPORT FOR THE CURRICULUM</p> <ul style="list-style-type: none"> • Lead the delivery of the Computing curriculum from Years 1–6. • Support the use of technology across the wider curriculum. • Stay up to date with computing education developments. • Maintain computing resources and equipment. • Implement online safety practices and promote safe online behaviour. • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs • Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills • Help pupils to access learning activities through specialist support • Determine the need for, prepare and maintain general and specialist equipment and resources • Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs • Deliver local and national learning strategies and make effective use of opportunities other learning activities to support the development of pupils’ skills • Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use • Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds

- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- Contribute to whole-school curriculum development for computing.
- Provide staff support and informal CPD in digital tools.
- Support staff in teaching online safety.
- Comply with policies on safeguarding, online safety, and data protection.
- Support computing clubs or digital leader programmes.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Undertake first aid training and responsibilities as required.
- Attend staff meetings when appropriate and relevant

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage teaching assistant timetabling when appropriate
- Liaise between managers/teaching staff and teaching assistants
- Represent teaching assistants at teaching staff/management/other appropriate meetings

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.