



King's Academy Oakwood

Person Specification

HLTA - Primary Phase

The Role	The HLTA will provide class cover during teacher absence. At other times, when not covering classes, the HLTA will plan and lead work for small groups of children, support students 1:1, or groups within the classroom. Experience of working with students with SEND would be an advantage.
Key Accountabilities	<ul style="list-style-type: none"> ● Lesson Delivery: Delivering pre-planned lessons effectively, adapting the material on the fly if students are struggling or progressing faster than anticipated. ● Subject Knowledge: Maintaining a sufficient understanding of the curriculum area being taught to confidently answer questions and clarify misconceptions. ● Independent Learning: Advancing the learning of all pupils, not just managing their behaviour or keeping them busy with "holding work." ● Policy Enforcement: Implementing the school's behaviour policy consistently, using praise, rewards, and sanctions exactly as a teacher would. ● Engagement: Keeping students focused and on-task through positive reinforcement and strong classroom presence. ● Safety & Environment: Ensuring a safe learning environment, managing transitions (e.g., packing away, moving to assembly), and overseeing any classroom risk factors. ● Formative Assessment: Monitoring student understanding during the lesson through questioning, observation, and checking work. ● Marking: Marking the work completed during the cover period in line with the school's marking policy. ● Handover Reporting: Providing clear feedback to the class teacher regarding what was achieved, who struggled, who excelled, and any behavioural issues that arose.
Education & Qualifications	<ul style="list-style-type: none"> ● A* - C (4-9) grades in English and Maths GCSE level or equivalent. ● High standard of both written and spoken English ● A team player who will support all aspects of academy life and relentlessly pursue what is best for the students.
Experience	<ul style="list-style-type: none"> ● Experience of working in a Primary school setting. ● Experience of working with young people in both 1-1 and small group settings. ● Experience of whole class teaching.
Personal Attributes	<ul style="list-style-type: none"> ● Reliability, honesty and a commitment to maintaining confidentiality. ● The ability to establish positive working relationships with children, staff, parents, carers and governors. ● An understanding of and sensitivity to the needs of children from different backgrounds, abilities and experiences. ● The ability to handle sensitive matters with discretion and professionalism.

	<ul style="list-style-type: none">● Ability to take personal responsibility for organising workload and meeting deadlines.● Self-motivated with the ability to inspire and motivate others.● Energy, enthusiasm, warmth and resilience.● Professional and confident manner.● Demonstrate responsibility for personal professional development and use outcomes to improve teaching and children's learning.● A commitment to continuous improvement, teamwork and high professional standards.● Ability to work calmly and effectively under pressure.● A genuine passion for supporting young children to thrive, develop confidence and establish a lifelong love of learning.
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Safeguarding

2 satisfactory written references including from current/most recent employer

A satisfactory enhanced DBS check

Social media checks will be carried out