



Higher Level Teaching Assistant (HLTA) Job Description

Reports to:	Assistant Principal (SENco) and/or Inclusion Officer/Manager
Start date:	ASAP
Salary/Hours:	Term time competitive salary FTE 0.8093

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To contribute to the achievement of the educational vision of Avanti House School through efficient and effective strategic planning and management of the school's finance resources. To promote the highest standards of the ethos of the Trust across the school.

Avanti House is a secondary school 11-19 school that opened in 2012. Currently there are 780 students with a six-form entry of 180 pupils. The school will eventually have a pupil number of approximately 1300 and is already over-subscribed in applications for the year 7 intake in 2018. The school has just moved to its new £25-million-pound building located in Stanmore at the Whitchurch site. Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. This is an exciting time to join the school as it continues its journey to outstanding.

Avanti House secured outstanding outcomes both in terms of attainment and progress when its first cohort of students sat their GCSE examinations in 2017. The school scored a progress 8 value of 0.57 which is well above the national average, with over 80% gaining Maths and English above Grade 5. The exceptional outcomes are based upon the continued development of teaching and learning which is at the core of all decisions that the school makes, enabling professional development to be of paramount importance developing all levels of staff.

Avanti House is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Key responsibilities

- To implement agreed work programmes with individuals/groups, in or out of the classroom.
- Working with either individual or groups of EAL students and delivering a bespoke programme to them.
- The learning support assistant may also supervise whole classes occasionally.



To provide pupil, teacher, curriculum and school support as detailed below:

Support for the Pupils

- Establish productive working relationships with pupils, acting as a role model, setting high expectations and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Supervise and support pupils to ensure their safety and access to learning, in line with the school's Safeguarding Policy
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and follow strategies to recognise and reward achievement of self-reliance in line with the school's Behaviour Policy
- Set challenging and demanding expectations, promote self-esteem and independence
- Observe & assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the Teacher

- Working in partnership with the class teacher on the planning of learning activities, evaluating and adjusting plans as appropriate
- To work with individual pupils and small groups on tasks specified by the teacher
- Work with the teacher to establish an appropriate learning environment, including meeting regularly with the Class Teacher and attending phase meetings
- Produce lesson plans, worksheets, plans etc.
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement against pre-determined learning objectives.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy and guidelines for manual handling.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Establish constructive relationships with parents/carers, supporting home, school and community links

Support for the School

- Assist with the supervision of pupils out of lesson times, including before and after school and at breaks and lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required and take responsibility for a pupil/group under the supervision of the teacher
- Establish effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievements and progress of pupils
- Participate in whole school activities where appropriate such as staff meetings, INSET days, parents evening, sports days, fetes and other after-school activities by agreement



General responsibilities

- To read understand, and adhere to all the school's policies and procedures
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos.
- Take proactive responsibility for safeguarding and promoting the welfare of pupils
- Undertake and deliver training and professional development as appropriate to keep up to date with current developments
- Undertake other duties appropriate to the post that may reasonably be required from time to time commensurate with the grading of the post
- Commitment to the school's Equal Opportunities and Safeguarding Policies and the welfare of children and young people