CHENEY SCHOOL

JOB DESCRIPTION

HLTA (Maths Faculty)

Job purpose
The Higher Level Teaching Assistant is responsible for:

- Complementing the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups, or on a short-term basis for whole classes.
- Monitoring students and assessing, recording and reporting on students' achievement, progress and development.
- The management and development of a specialist area within the school.
- The line management of teaching assistants and any other staff falling under this post holder's remit including their induction, training and appraisal.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities
Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and line manager.

Job specification
Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall organise and monitor the workloads of teaching assistants and any other staff falling under her/his remit to meet departmental needs, including cover for absences and delegating tasks appropriately.
- S/he shall ensure that child protection and safeguarding of students are given high priority at all times.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall assess students' needs and use detailed knowledge and specialist skills to support their learning.
- S/he shall be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- S/he shall promote and encourage the acceptance and integration of all students within the classroom by using appropriate strategies and complying with school policies.
- S/he shall supervise and provide support to individuals, groups and classes of students including those with special educational needs (SEN) ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- S/he shall organise and manage a positive and appropriate learning environment and use of resources.
- S/he shall, within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
- S/he shall support students consistently whilst recognising and responding to their individual needs.
- S/he shall motivate and encourage students, and help them to develop their self-esteem.
- S/he shall encourage students to interact and work co-operatively with others.

- S/he shall implement pre-determined learning activities and teaching programmes for individuals and groups of students, including those linked to national and local learning strategies, adjusting activities according to student needs and responses.
- S/he shall make effective use of opportunities provided by learning activities to support the development of relevant skills.
- S/he shall develop and implement individual education plans (IEPs), individual behaviour plans and personal care plans for students.
- S/he shall select, prepare and maintain general and specialist equipment and resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.
- S/he shall use ICT effectively to support learning activities and to develop students' competence and independence in its use.
- S/he shall advise on appropriate deployment and use of specialist equipment and resources, including ICT.
- S/he shall, in discussion with the class teacher, produce lesson plans, worksheets and additional curriculum materials.
- S/he shall ensure students are able to use the equipment, other specific aids and materials.
- S/he shall assist students to access learning activities through specialist support.
- S/he shall work to establish a supportive relationship with parents/carers in order to facilitate strong and constructive links between home and school.
- S/he shall support the role of parents/carers in students' learning, and contribute to and/or lead meetings to provide constructive feedback on students' achievement, progress and development.
- S/he shall, in liaison with the class teacher, establish and develop constructive relationships and communicate with other agencies and professionals to support progress and achievement of students.
- S/he shall initiate and lead, as appropriate, the development of multi-agency approaches to supporting students.
- S/he shall act as the point of contact between managers, teaching staff and teaching assistants.
- S/he shall monitor and evaluate students' progress and responses in respect to all learning activities through a range of assessment and monitoring strategies, against pre-determined learning objectives.
- S/he shall provide students with feedback on their progress, development and achievements.
- S/he shall provide objective and accurate verbal and written feedback to the teacher and other professionals on student achievement, progress and other matters ensuring availability of appropriate evidence.
- S/he shall, in accordance to school guidelines, contribute to the identification and implementation of out-of-school learning activities to consolidate and extend learning carried out in the classroom.
- S/he shall implement and undertake the supervision of students during breaktimes and lunchtimes as required.
- S/he shall co-ordinate and assist in putting up and maintaining appropriate displays within the classroom and the school.

Personnel

- S/he shall identify training needs of teaching assistants, and any other staff falling under her/his remit, and organise appropriate development opportunities in discussion with her/his line manager.
- S/he shall complete appraisals and the setting of appropriate targets for teaching assistants and any other staff falling under her/his remit.
- S/he shall maintain attendance and training records for teaching assistants and any other staff falling under her/his remit.
- S/he shall be involved in the recruitment of teaching assistants and any other staff falling under her/his remit when required.
- S/he shall regularly meet with and represent teaching assistants at meetings as required.
- S/he shall deal with any disciplinary issues in accordance with school procedures and policies and as directed by her/his line manager.

Administrative

- S/he shall undertake all necessary clerical and administrative tasks as required.

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall undertake responsibility for administration relating to all areas within her/his remit.
- S/he shall input and extract information from the school's database system/s.
- S/he shall maintain both manual and computerised records and filing systems relating to all areas within her/his remit as required.
- S/he shall take minutes/notes in meetings as required and circulate associated information.
- S/he shall deal with correspondence promptly and as required.
- S/he shall administer and assess routine tests and undertake the marking of students' work.

General

- S/he shall attend parents' evenings, open days, school events and meetings with parents/ carers and other professionals as required.
- S/he shall supervise students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall arrange and give training sessions to staff to ensure that they are aware of associated procedures and regulations.
- S/he shall recognise own strengths and areas of specialist expertise, and use these to lead, advise and support others.
- S/he shall be responsible for the effective management of budgets within her/his remit.
- S/he shall implement, in conjunction with other staff and members of the SLT, all health and safety procedures and requirements.
- S/he shall keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- S/he shall comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- S/he shall undertake such other duties as may be required from time to time.