

GLF Schools - Job Description

Job Title	Higher Learning Teaching Assistant	Job Reference	
Location	Caterham	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To support the teacher with their responsibility for the development and exceptional education of children in schools. Using routine supervision and care skills to support children. To support children's learning as directed by the Class Teacher, SENCO and Inclusion Leader working with groups of children and individuals and ensuring all children have access to the curriculum in a safe, caring and learning environment. To work within the HLTA Standards Framework 			
Professional duties and responsibilities			
<ul style="list-style-type: none"> The duties outlined in this job description are in addition to those covered by the standard Pay and Conditions Document. It may be modified by the Inclusion Leader or Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School development Plan and Appraisal cycle 			
Key accountabilities			
<ul style="list-style-type: none"> To assist in the delivery of educational work programmes by participating in day to day learning activities, supporting children so that they achieve to the best of their abilities. To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children. To discuss with and report back to the teacher on the assessment of children's work. To contribute to the carrying out of child programmes, including literacy and numeracy, keyboard skills, life skills and to ensure that the programme is delivered professionally at all times. To participate in staff development activities and, where required to contribute to any multi-disciplinary discussion of a child's needs/progress. To organise and maintain the learning environment To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and like skills. To maintain confidentiality in and outside the workplace. To understand and assist in interpreting school policies Deliver specified work to individuals, group and whole classes as determined by the Headteacher in accordance with the Education (Specified Work and Registration) (England) regulations 2003 			

Strategic

- To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices
- Contribute to the pupil's learning using knowledge of school policies and practice
- To implement the School Development Plan priorities using teamwork

Learning and Teaching

Under the direction of the class teacher:

- To aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example; Clarifying and explaining instructions
- Ensuring the pupils are able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and careful questioning to encourage the pupil to concentrate and remain on task
- Providing additional nurture to individuals when requested by the class teacher, SENCO or Inclusion Leader
- Consistently and effectively implementing agreed behaviour management strategies
- Assisting in carrying out individual programmes of learning or therapy
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To monitor the pupil's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark the pupil's learning under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning
- To provide regular feedback on the pupils learning and behaviour to the teacher, SENCO or Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- Where appropriate, to know and apply positive handling techniques
- To contribute towards reviews of the pupil's progress as appropriate

Recording and Assessment

- To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the pupils
- To maintain the Confidentiality Policy of the school inside and outside the workplace
- To update the Inclusion Leader, SENCO and Class Teacher by information sharing at regular meetings
- To evaluate progress of the pupils

Leading and Managing Staff

- Work as a key member of a team ensuring the well-being, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice
- Support the safeguarding of pupils

Additional Responsibilities

- Work within the National Standards for Higher Level Teaching Assistants
- Works within the framework set by the teacher, to contribute effectively to planning and preparation of lessons and undertakes the HLTA role in these, including selection and preparation of pupils' learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff under regulatory framework*
- Use ICT to advance pupil's learning and confidence.
- Participate in organisation and accompany pupils on off-site activities under an agreed system of supervision
- Liaise with SENCO and Inclusion Leader to take part in training activities offered by the school to further knowledge and skills

Other

- Any other duties commensurate with the role as directed by the Headteacher

Accountability

- The HLTA is accountable to the Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.