

GLF Schools - Job Description

Job Title	Higher Level Teaching Assistant	Job Reference	HLTA0518
Location	Merstham	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To support teachers with their responsibility for the development and exceptional education of children in schools. To support children's learning as directed by the Class Teacher and SENCO 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 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 learning. 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 life skills. To maintain confidentiality in and outside the workplace. To understand and assist in interpreting school policies Deliver specified work to individuals, groups and whole classes across the nursery and school as determined by the Headteacher in accordance with the Education (Specified Work and Registration) (England) regulations 2003 			
Other			
<ul style="list-style-type: none"> Any other duties commensurate with the role as directed by the Headteacher 			
Accountability			
<ul style="list-style-type: none"> The learning Assistant 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.