

Bemrose School - HLTA Job Description

Post: HIGHER LEVEL TEACHING ASSISTANT

Area: English area

Line manager: SAHT- Inclusion & Learning Director English

PURPOSE OF THE JOB

The main purpose of the post is to support, enhance and contribute to the delivery of the national curriculum and examination schemes of work under the direction of the line manager. The HLTA will work collaboratively with teaching staff and teaching assistants to support student learning including leading a group or class under the direction of the line manager or teacher. The HLTA may be required to supervise whole classes during the short-term absence of teachers including in other areas of the school.

The HLTA will draw upon their enhanced knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and will encourage students to become independent learners, providing support for their welfare, and supporting the inclusion of students in all aspects of school life.

As with all roles in school, there is a commitment to ensuring the safety of young people.

Main Duties

Planning:

- To plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- To develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- To contribute to the planning of opportunities for students to learn in out-of-lesson contexts in line with schools policies and procedures.

Teaching and Learning:

- To teach whole classes within an agreed system of supervision and within a pre-determined lesson framework
- To provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students
- To motivate and support students' learning by using clearly structured, interesting teaching and learning activities
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.
- To use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and to encourage students to interact and work co-operatively with others
- In accordance with arrangements made by the headteacher, to support students' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance
- To organise and safely manage the appropriate learning environment and resources
- To promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- To assist the class teacher in all aspects of inclusion in line with school policy
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment:

- With teachers, to evaluate students' progress through a range of assessment activities
- To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- To monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- To assist in maintaining and analysing records of students' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- To support the teaching staff with reporting students' progress and achievements at parents meetings which are usually held outside school hours.

Mentoring, Supervision and Development:

- To support and guide other less experienced teaching assistants' work in the classroom when required and to lead training for other teaching assistants
- To contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- To participate in staff meetings and training days/events as requested.

Behavioural and Pastoral:

- To recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- To understand and implement school child protection procedures and comply with legal responsibilities.
- To assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Other

To cover lessons for absent teachers when required in response to the 'Rarely Cover' arrangements.

To carry out any other duties as reasonably required by the headteacher.