

GLF Schools - Job Description

Job Title	Higher Level Teaching Assistant (Current or Aspiring)	Job Reference	GS-HLTA-1306
Location	Glyn School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To complement 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 short term for whole classes. Monitoring students and assessing, recording and reporting on students' achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training. Under an agreed system of supervision: take a lead role within the school to address the needs of students who need particular help to overcome barriers to learning. To provide support for students, the teacher and the school in order to raise standards of achievement for all students (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life. 			
Key Accountabilities			
Support for Students			
<ul style="list-style-type: none"> Assess the needs of students and use detailed knowledge and specialist skills to support students' learning. Support students in lessons, small groups and 1:1 to enable students with specific learning needs to access their curriculum. Establish productive working relationships with students, acting as a role model and setting high expectations. Develop and implement IEPs. Promote the inclusion and acceptance of all students within the classroom. Support students consistently whilst recognising and responding to their individual needs. Encourage students to interact and work co-operatively with others and engage all students in activities. Promote independence and employ strategies to recognise and reward achievement of self-reliance. Provide feedback to students in relation to progress and achievement, behaviour and attendance, etc. Provide feedback to students in relation to behaviour, attendance, etc. 			
Faculty / Department Support			
<ul style="list-style-type: none"> To provide administrative support as part of the administrative team, including: placing orders/requisitions using the PS Financials system; filing; copying; stock-monitoring; receiving and GRN (Goods Received Noting) orders for departments. Supporting departments/faculties by liaising with teaching colleagues to plan and implement displays within classrooms and Faculty Areas, including examples of student work. Supporting departments/faculties by providing specialised support for learning and teaching within agreed lessons or with agreed students. 			

<ul style="list-style-type: none"> Contributing to and leading extra-curricular and/or intervention activities within the department.
Extra-Curricular
<ul style="list-style-type: none"> Support the school with extra-curricular programmes/activities within scheduled working hours. Accompany school visits/trips as required.
Examinations
<ul style="list-style-type: none"> Support the internal and external examinations by providing invigilation support, 1:1 reading/scribing support as required to support the team of external dedicated invigilators.
Support for Teachers
<ul style="list-style-type: none"> Within an agreed system of supervision and within a pre-determined lesson framework, teach small groups or whole groups. Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students. Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities. Organise and manage appropriate learning environment and resources Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc. Administer and assess/mark tests and invigilate exams/tests. Production of lesson plans, worksheet, plans, etc.
Support for the Curriculum
<ul style="list-style-type: none"> Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs. Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills. Use ICT effectively to support learning activities and develop students' competence and independence in its use. Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds. Advise on appropriate deployment and use of specialist aid/resources/equipment. Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs. Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning. Determine the need for, prepare and use specialist equipment, plans and resources to support students. To be a Form Tutor to an assigned group of students if and when required.

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- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To undertake other duties appropriate to the post that may reasonably be required from time to time including breakfast, lunchtime and after school enrichment and support sessions.

Leadership

- Manage other Learning Support Assistants and undertake recruitment, induction, appraisal, training and mentoring for other Learning support assistants.
- Assist teachers in offering mentoring support and guidance to other Learning Support Assistants undertaking formal training.
- Offer mentoring support and guidance for older students undertaking work experience activities within secondary schools.
- Support and guide other less experienced Learning Support Assistants' work in the classroom when required and lead training for other Learning Support Assistants.

Personal Development/Continuing Professional Development

- Fully participate in the school's appraisal process using Blue Sky system.
- Taking responsibility for own continued professional development – ensuring at least two PDP/Professional development activities a year.
- Evaluate own performance regularly.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

School Ethos

- Contribute to the overall ethos/work/aims of the school.
- Comply with and assist with 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.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Duties are subject to change by negotiation and agreement with the school.
- **Any other duties commensurate with the role as directed by the school.**

Strengthening community

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Support the work of the PSA with school/extra-curricular events.

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

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a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.