**London Borough of Havering**

**Children’s Services Directorate**

**Model Job Profile**

**Job Title:** Higher Level Teaching Assistant (HLTA)

**Grade:** APTC Scale 5

**School:**

**Reports to:**

**Staff managed (if any):**

**Job Purpose and Content**

The Higher Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils of the school. The HLTA makes a specific (to be agreed) subject and/or curriculum contribution to the school’s teaching and learning programme.

The HLTA works under the direction and control of the Headteacher and that general authority will be delegated to a relevant HOD/SENCO/Teacher. At all times the HLTA will work subject to the direction of a teacher within an agreed system of supervision and management.

The HLTA will teach individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant. They will also supervise/cover classes (without the presence of a teacher) for no longer than three days at a time in the event of planned or unplanned absence by other teachers in the school. The HLTA may manage a team of teaching assistants, may be expected to supervise the work of other teaching assistants and will be expected to make a contribution to their professional development.

**Principal Duties and Responsibilities**

Subject to the direction and supervision of a designated teacher:

1. Supervise/cover classes (instead of a supply teacher) at short notice in the absence of a teacher (unplanned absence)
2. Collaborate with teachers/manager to organise and teach classes and contribute to planning in the planned absence of a teacher
3. Invigilate, supervise, mark and assess national and school examinations, tests and assessments
4. Supervise pupils both on and off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events.

(Note: the HLTA will not be the identified Group Leader)

1. Deploy specific (to be agreed) subject and/or curriculum expertise to teach individuals, groups and whole classes in accordance with the teaching and learning programmes of the school and relevant curriculum. Including:
* organising, maintaining and developing the learning environment
* contributing to planning and collaborative planning (including differentiation)
* developing and selecting curriculum materials and resources
* behaviour and discipline management, in accordance with the policies and procedures of the school
* managing and developing relationships with pupils
* monitoring, evaluating and assessment
* deploying teaching and learning strategies
* contributing to pupil records, reports and IEPs, in accordance with school policy
1. Use ICT in teaching and learning and support pupils in the use of ICT
2. Contribute to team self-review and the development of professional practice in the school/department/team, including attending meetings, including staff meetings. Contribution may include working towards the national HLTA standards and/or a programme leading to Qualified Teacher Status
3. Take part in relevant training and development, assessment of performance and an agreed programme of personal, professional development, in accordance with school policy and practice
4. Manage a team of teaching assistants and supervise the work of other teaching assistants, contributing to their on the job training and their continual professional development
5. Communicate with parents and carers about the education and welfare of their children and contribute to parent meetings and reports where appropriate
6. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school, proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
7. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment

**Notes:**

* the authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities
* staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them
* this is a new job description for a new post which will be subject to review with the postholder after one year. It may then be reviewed again from time to time thereafter

**London Borough of Havering**

**Children’s Services Directorate**

**Higher Level Teaching Assistant**

**Model Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| The ability to work effectively and efficiently as part of a team of professionals | **√** |  | Application and Interview |
| Good communication skills – oral, written and presentational  | **√** |  | Application and Interview |
| The ability to manage, supervise and contribute to the professional development of others | **√** |  | Application and Interview |
| Proficiency in the use of ICT and the software programmes used in schools |  | **√** | Application and Interview |
| The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline | **√** |  | Application and Interview |
| **Knowledge** |  |  |  |
| Relevant (to be agreed) subject and/or curriculum expertise | **√** |  | Interview |
| The ability to become familiar with the relevant curriculum and teaching methods | **√** |  | Interview |
| Understanding of how children and young people learn | **√** |  | Interview |
| Understanding of how ICT can be used effectively to motivate children to learn | **√** |  | Interview |
| Understanding of how to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum | **√** |  | Interview |
| Understanding of Health & Safety policy and the role of the individual in its implementation | **√** |  | Interview |
| Understanding of Equalities and Inclusion policies and how these are implemented in schools | **√** |  | Interview |
| **Qualifications and Experience** |  |  |  |
| NVQ Level 4 Teaching Assistant qualification or equivalent Level 4 qualification (e.g. 1st Degree) |  | **√** | Application and Interview |
| GCSE grade A-C English and maths or equivalent qualification | **√** |  | Application and Interview |
| Experience in working with children and young people either paid or in a voluntary capacity | **√** |  | Application and Interview |
| Certification of having successfully met the national standards for a Higher Level Teaching Assistant |  | **√** | Application and Interview |