

Higher Level Teaching Assistant Job Description (Internal Appointment)

JOB TITLE:	Higher Level Teaching Assistant (HLTA)
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Head of English and Head of Maths
PEOPLE RESPONSIBILITY:	N/A
BUDGET RESPONSIBILITY:	As delegated by the Principal
PAY SPINE:	14 - 19 NJC Scale

JOB PURPOSE

- To support student progress.
- Promote student's independence, self-esteem, self confidence and social inclusion.
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- To assist the Head of English and Head of Maths and SENCO to deliver effective support for targeted students across the school in Literacy and Numeracy.

KEY RESPONSIBILITIES:

Management Responsibilities

- Liaise with SENCO to support EAL (particularly New to English) students' learning and progress in Literacy and Numeracy
- Liaise with Head of English and Head of Maths to support students' learning and progress in Literacy and Numeracy
- Liaise with teachers to support students' learning and progress in Literacy and Numeracy
- Contribute to the development of differentiated resources in Literacy and Numeracy
- Administer regular Literacy and Numeracy assessments
- Liaise with Whole School Literacy Lead on assessment, tracking and measuring impact of the Literacy and Numeracy programmes

Support for Students

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase progress of all students, including students with EAL and/or special needs
- Monitor student participation in learning activities and modify methods if appropriate
- Provide written and verbal feedback on student response to learning activities
- Supervise and provide specific support for students, particularly those with EAL, and/or special needs, ensuring their access to all learning activities
- Establish constructive, professional relationships with students and interact with them appropriately
- Promote the inclusion and acceptance of all students ensuring motivation and engagement
- Encourage students to interact with others and engage in activities led by the teacher

- Set challenging and demanding expectations aimed at promoting self-esteem and independence
- Assist in the provision of feedback to students in relation to progress and achievement
- Deploy knowledge of how to successfully lead learning activities for an individual, group or class of children
- Knowledge of how to support learners access the curriculum in accordance with the SEND code of practice
- Encourage all students to show respect for each other, staff and visitors
- Promote the participation in enrichment activities
- Support students in recognising, developing and celebrating their skills, talents and educational achievements
- Promote good student behaviour encouraging them to take responsibility for their own behaviour
- Assist with the supervision of students with SEN out of lesson times, including before and after school and at break and lunchtime
- Deal promptly with conflict and incidents in accordance with policies and procedures
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support for Teachers

- Liaise with teaching staff to ensure interventions are in place enabling students to maximise their achievement and progress
- Assist teaching staff with evaluation of student progress through various assessment activities
- Create and maintain a purposeful, orderly and supportive environment, in accordance with school's minimum expectations
- Provide detailed feedback to teachers on students' achievement, progress, problems etc.
- Monitor students' responses to learning activities and accurately record achievement/progress as requested.
- Establish constructive relationships with parents/carers
- Working in collaboration with the Head of English and Head of Maths, organise the planning of learning activities
- Administer routine tests and invigilate exams

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students, and with parents/carers under the guidance of the Head of English and Head of Maths/school
- Communicate information regarding students to other school staff, education and health and social care professionals as appropriate, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents/carers by providing feedback on student progress, attainment, barriers to learning as directed by the Head of English, Head of Maths and SENDCO
- Develop effective professional relationships with colleagues

Support for Delivery

- Plan and prepare lessons including evaluating and adjusting lesson/work plans
- Assist in the implementation of intervention across the school, including monitoring and evaluation of impact

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity for students with SEN/D and assist these students in their use
- Undertake structured and agreed learning activities/teaching programmes in accordance with the agreed curriculum
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Invigilate internal and external examinations when required

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all One in a Million Free School policies and procedures ensuring commitment to the mission and values of the school
- Assist in the development of excellent working relationships throughout the school
- Foster good relationships with external organisations that provide goods and services
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAMFS for its activities
- Proactively promote and uphold OIAMFS acting as an ambassador
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute
- Undertake such projects of a level commensurate with the responsibility of the post, as designated by the Principal
- Carry out any other reasonable duties associated with the post

SAFEGUARDING

- Take responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with
- Take responsibility for Health and Safety of yourself and that of others
- Promote the safety and wellbeing of students, and help safeguard students wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our schools child protection policy. Adherence to the School's Child Protection Policy Statement is required at all times
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the Designated Safeguarding Lead or Deputy

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Application & Interview	E
A leader and a team player able to motivate others	Application & Interview	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	E
Understands the process of learning and embraces new robust research about learning	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
GCSE Maths and English – Grade C or equivalent	Application	E
Degree in Maths or English	Application	D
Training in behaviour management	Application & Interview	D
HLTA Qualification or working towards	Application	E

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of working with children within 11-16 age range	Application & Interview	D
Experience of working with children with EAL and/or Special Education Needs	Application & Interview	D
Knowledge of strategies to support students with challenging behaviour	Application & Interview	D
Ability to take a restorative approach to conflict	Application & Interview	E
Providing a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E
Ability to react and de-escalate difficult situations	Application & Interview	D
A commitment to the holistic development of students – specifically the character development of students	Application & Interview	D
A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAM.	Application & Interview	E
Evidence of learning delivery	Application & Interview	D
Knowledge and understanding of national education priorities / developments	Application & Interview	D

SKILLS & EXPERIENCE (CONTINUED)

Experience of making effective use of ICT	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, showing flexibility, adaptability and resilience	Application & Interview	D
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder. The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding, Health and Safety and Confidentiality of Information.