WITHERSLACK GROUP JOB DESCRIPTION

POST TITLE:	**Higher Teaching and Learning Assistant Level 4 (HLTA)**
RESPONSIBLE TO:	**Deputy Head Teacher**
LIAISON WITH:	**Senior Staff, Key Stage Co-Ordinators, Teachers, Pastoral Team, TLAs**

OVERALL RESPONSIBILITIES

Working under the direction of the teacher in the teaching and learning of children, which will include specific activities on a regular basis where management or supervision may not be direct.

Support the pupil by:

- Undertaking activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment usually under the supervision of a teacher.

- Working to establish a supportive relationship with the children and parents concerned in order to facilitate effective communication and partnership between school and home.

- Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children's understanding.

- Encouraging acceptance and inclusion of the child with special needs to support achievement and development.

- Promoting and reinforcing the child's self-esteem and encourage the child to maximise their achievement and development.

Higher Level Accountabilities

- Attend planning meetings and under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons.

- Preparation and delivery of lessons, under the direction of the teacher.

- Monitoring, evaluating and providing teachers with feedback on pupils' participation and progress.

- Contributing to the maintenance of pupils records.

- Help pupils make progress in a range of classroom settings including working with individuals, small groups and whole classes where the assigned teacher is not present.

- Support teachers in selecting and preparing teaching resources that meet the pupils' needs and interests. Liaise with the class teacher to devise complementary learning activities.

Support the teacher by:

- Monitoring, assessing and recording pupils' work as directed by the teacher.

- Attending and contributing to annual review meetings with parents and other professionals in order to support the monitoring and development of the child where appropriate.

Support the school by:

- Taking responsibility for securing the maintenance of specific equipment in school and to have responsibility for specific aspects of health and safety.

- To have skills which can be utilised in class such as gardening, drama, craft etc.

- Being aware of the school's policies and procedures.

- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

- Assisting with out of school activities such as open days, school performances etc.

- Carrying out the duties of classroom assistants and Teaching and Learning Assistants detailed below (general key tasks) as required or directed.

- Contributing to behaviour management of pupils in accordance with the school policy and guidance.

- Work within the framework of the school's agreed policies and procedures.

Support the curriculum by:

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial or permanent changes shall be incorporated into the job description in specific terms.

GENERAL DUTIES

- Supporting and advising trainee assistants.

- Having specialist knowledge of equipment in the school and provide instruction on the proper use of that equipment.

- Attend staff meetings and school inset days as required by the Head Teacher.
- Provide general care and welfare for children.

The following list of tasks is indicative of the generic tasks which Senior Teaching and Learning Assistants may be routinely expected to do. This is not intended to be an exclusive or exhaustive list.

- Collecting money
- Monitoring and recording absences
- Photocopying
- Classroom display
- Processing exam results
- Collating pupil reports
- Administering work experience
- Administering examinations
- Invigilating examinations
- Administering teaching cover
- ICT trouble shooting and minor repairs
- Ordering supplies and equipment
- Stock taking
- Cataloguing, preparing, issuing and maintaining equipment and materials
- Managing pupil data
- Inputting pupil data

Safeguarding

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy

Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) ..... Date .....

Manager Signature.....

(Print Name)..... Date.....

Person Specification for the post of: Higher Level Teaching and Learning Assistant Level 4 (HLTLA)

	Essential	Desirable
Experience	• Relevant NVQ3 or equivalent and HLTLA qualification or equivalent	• Additional specialist qualification in Education
Education / Training / Qualifications (Number type and level)	• At least 5 years experience as a Teaching and Learning Assistant and/or as a classroom assistant	• Experience in another service to young people
Specialist Knowledge	• Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children	• Knowledge of administrative and financial procedures
Skills - Disposition	• Able to identify and work towards specific goals with children and colleagues • Able to maintain good relationships with children and adults. • Able to prioritise tasks and act on own initiative • Able to work as part of a team and be flexible • Able to motivate and encourage children to develop to their full potential.	• ICT Skills • First Aid qualification
Working Arrangements / Physical Requirements	• Occasional attendance at meetings outside of normal school hours • Emotionally resilient • Good level of physical fitness (particularly with regard to	

	Restrictive Physical Interventions)	