

Northolt High School

Job Description

Higher Level Teaching Assistant with responsibility for students with EAL and SEND

Job Title:	HLTA with responsibility for students with EAL and SEND
Grade:	SCP 23 - 25
Line Manager:	Director of Inclusion / line manager of SEND/EAL
Supervisory Responsibility:	As directed to supervise and train other teaching assistants as required
Hours:	14 hours per week to be fulfilled on two days, working between 8.30am and 4pm
Weeks:	Term time only

Main purposes of the job

Working under the direction and within an agreed system of supervision from a qualified teacher:

- To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

1. To support working relationship with the pupils, acting as a role model and setting high expectations.
2. To deliver and support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEP) targets and to reviews.
5. To support pupils with English as an Additional Language through the delivery of specific learning programmes.
6. To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.

7. To undertake monitoring and assessment of pupils' work.
8. To provide feedback to pupils in relation to their progress and achievement.

Support for the teacher

1. To be involved in display work around the school and to direct others as necessary.
2. To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.
3. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
4. Support the evaluation of pupils' progress using a range of assessment techniques.
5. To contribute effectively to teachers' planning and preparation of lessons.
6. To contribute to maintaining and analysing records of pupils' progress.
7. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

Support for the school

1. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
2. Administer and invigilate exams/tests.
3. Deliver 'out of school' learning activities e.g. field trips within guidelines established by the school.
4. To attend relevant meetings and participate in training and development opportunities as appropriate.
5. Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
6. Use expertise to advise and support others as appropriate.
7. To adhere to the school health and safety policy including risk assessment and safety systems.
8. To adhere to school policy on equality and diversity.

Support for the curriculum

- Use ICT effectively to support learning activities and develop pupils competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Other responsibilities

- Undertake break and lunchtime student supervisory duties as and when required.
- Undertake similar duties commensurate with the level of the post as required by the Headteacher.

Northolt High School Person Specification

Higher Level Teaching Assistant with responsibility for students with EAL and SEND

Essential Requirements

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed with the expectation of being able to meet these requirements.

Education and experience

- Have Higher Level Teaching Assistant Status or equivalent qualification or experience.
- Excellent numeracy and literacy skills or qualifications equivalent to NVQ level 2 in English and maths.
- Experience of working with relevant age groups within a learning environment.
- Experience of working with children with additional needs.
- Experience of general clerical/ administrative work.
- Specialist training in relevant learning strategies in appropriate curriculum or learning area.

Knowledge, skills and abilities

- Ability to work collaboratively and cooperatively with colleagues
- An understanding of classroom roles and responsibilities.
- Good working knowledge of national curriculum and other relevant learning programmes.
- An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback.
- Understanding of statutory frameworks related to teaching.
- Understand range of support services and other agencies as appropriate.
- Ability to plan effective actions for pupils at risk of underachieving.
- Ability to, use ICT effectively to support learning.
- Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.
- Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.
- Ability to provide necessary personal care to children.
- Constantly improve own practice/ knowledge through self-evaluation and learning from others.
- Undertake break and lunchtime student supervisory duties as and when required.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.