



Job Description

Job title:	Higher Level Teaching Assistant	Contract Type:	Maternity Cover 35 hours 40 weeks
Responsible to: Responsible for:	Head of Faculty – AEN (INCO) LSAs	Grade:	Scale 5 (Pro rated) £28,230 - £29,554
Location:	Secondary		

Job description:

ROLE SUMMARY

- To provide ongoing support for students and staff, the teacher and the school in order to raise standards of achievement for all students, to encourage students to become independent, to ensure their safety and welfare and support the inclusion of students in all aspects of school life.
- To lead and supervise the work of a team of Learning Support Assistant teaching assistant/learning support staff.

MAIN DUTIES

To work under the direction of the HoF AEN (INCO) – AEN and under the direction of the Head of Faculty and the relevant teacher, to:

- To work with individual students and groups of students, under the direction of the class teacher, introducing tasks, monitoring students work and using a range of strategies to support their learning.
- To help students to access the full curriculum, at the same time promoting independent learning.
- To observe students performance and using systems in place in the school/class, provide the teacher with feedback on student progress and help to maintain individual and group records.
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- To provide care with regard to the physical welfare of students.
- To draw on specialist skills and knowledge to respond effectively to students with additional educational needs.
- To contribute to the induction programme for newly-appointed teaching assistants and to provide mentoring supports to trainees on work placements.
- To manage a team of LSA's to ensure Pupil Passports are in place for all new year 7 students on the SEN register.
- To support Year Summer School.



ACTIVITIES

- To use and prepare a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups.
- To support the organisation of the AEN learning environment, including the production, maintenance and storage of resources.
- To prepare and lead on programmes of study for small groups of identified students including the curriculum support groups.
- To meet regularly with class teachers SENCO and other relevant staff members to support the progress of identified students.
- To attend formal meetings during contracted hours to discuss student's progress with parents and other professionals and to prepare the necessary reports in advance as part of the relevant staff group.
- To support the schools aims and ethos.
- To be familiar with and actively support and comply with all school policies and procedures, e.g. Equal Opportunities, Health and Safety, Child Protection.
- To undertake supervision of playground activities as directed by DoL's.
- To undertake care tasks related to the students physical welfare in accordance with LEA guidance and procedures.
- To accompany students and staff on school visits and trips.
- To support and develop the teaching of Literacy and Numeracy across the school using specialist knowledge and skills to help students with activities which develop their literacy and numeracy.
- To deliver structured intervention and catch-up programmes to support the development of literacy and/or numeracy skills.
- To provide targeted support to identified individuals and groups, including those students with English as an Additional Language or Special Educational Needs.
- To contribute to the planning for teaching and learning.
- To share skills with less experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
- To provide individual support and feedback to all LSA's and to colleagues on training programmes, acting as a mentor if required.
- To provide training for all LSA's
- To disseminate information to LSA's teaching assistants ensuring that they are deployed effectively and that all LSA's timetables are available on Fronter.
- To and provide performance management reviews for a team LSA's.
- To invite and review IEP's for identified students.

GENERAL

- To prepare reports for annual reviews TAC's etc.
- Respect the confidentiality of student information and respond sensitively to students needs.
- Be aware of particular learning and physical needs of the students you and you team support.
- Actively participate in the schools performance management scheme, as specified in the schools policy, meeting regularly with your line manager, in accordance with the scheme, ensuring performance standards/targets are set and met within the agreed time scale.



- Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at Performance Management Reviews.
- Attend staff meetings, as required.
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.
- To be a key worker for identified students and to lead professional meetings as necessary.
- Provide half termly reports to the INCO regarding progress of the SEN register.

The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

TRAINING

The post holder will be required to undertake training as required to be effective in carrying out all duties.

GENERAL

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Headteacher

Person Specification on next page →

Person Specification

Higher Level Teaching Assistant

HLTA Specific	Essential	Desirable
<ul style="list-style-type: none"> • Expertise and specialist skills in at least two areas <ul style="list-style-type: none"> - Support for bilingual/multilingual students - Support for students with communication and interaction difficulties - Support with students with cognition and learning difficulties - Supporting students with behavioral, emotional and development needs - Support for students with sensory and/or physical impairment - Support for the use of information and communication technology in the classroom - Support for students in developing their literacy skills - Support for students with developing their numeracy skills 	•	
Good honors degree		•
GCSE English and Maths A* - C	•	
The ability to provide support and guidance to colleagues on professional development opportunities	•	
The ability to manage and supervise the work of a team of LSA's	•	
The ability to contribute to review and evaluation of the SIDP		•
Relevant to all LSA's	Essential	Desirable
The ability to work as part of a team.	•	
The ability to communicate effectively with individuals and groups of students, staff, parents and external agencies.	•	
The ability to establish and maintain effective working relationship with staff teachers and other members of staff.	•	
The ability to accept guidance and direction from staff.	•	
The ability to distinguish between the roles and responsibilities of the LSA and the class teacher.	•	
The ability to keep written records and support the development of students literacy and numeracy skills with confidence	•	
Awareness of how students learn and the various factors which affect their learning.	•	
Awareness of the need to show respect and value students as individuals.	•	
An understanding of and commitment to inclusive education.	•	



A willingness to undertake training in normal contractual hours to develop job-related skills.	.	
A sympathetic approach to parents and an understanding of the need for confidentiality	.	
A commitment to the Authority's Equal Opportunity Policy	.	
Be prepared to work throughout the school with any age group.	.	
The ability to adapt to differing environments within the school and to the needs of different students.	.	
An understanding of, and sympathy with, the ethos of the school.	.	
A satisfactory Enhanced DBS disclosure	.	