

<b>Ref:</b>	<b>Job Profile</b>
<b>Position:</b>	<b>Higher Level Teaching Assistant (Supporting &amp; Delivering Learning)</b>

**School:** Castleview School

**Grade:** Scale 13

**Reports to:** Headteacher

**Purpose of Role** Planning, preparing and delivering lessons for whole classes while teachers have PPA time or management release time. This will be carried out according to an agreed timetable.

Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development as agreed with the teacher.

Planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes.

Responsible for the management and development of a specialist area within the school.

To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

### Job Description

**Support for Pupils:** Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.

Supervision of pupils while carrying out pre-prepared work and work that has been set in accordance with the school policy.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Promote the inclusion and acceptance of all pupils within the classroom.

Support pupils consistently while recognising and responding to their individual needs.

Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.

Promote independence and employ strategies to recognise and reward achievement of self-reliance.

Provide feedback to pupils in relation to progress and achievement.

**Support for Teachers:** Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.

Organise and manage appropriate learning environment and resources.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.

Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.

Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.  
Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.  
Administer and assess/mark tests and invigilate exams/tests.  
Production of lesson plans, worksheets etc as agreed with the teacher.

**Support for the Curriculum:**

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.  
Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.  
Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.  
Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds  
Advise on appropriate deployment and use of specialist aid/resources/equipment.

**Support for the School:**

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.  
Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop.  
Contribute to the overall ethos/work/aims of the school.  
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.  
Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.  
Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.  
Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.

HLTA Criteria	Essential	Desirable
General LSA working full time	✓	
Experience of working across all key stages	✓	
Demonstrate sufficient understanding of defined specialist area to support pupils' learning and ability to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.	✓	
Demonstrate familiarity with the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved.	✓	
Understand the principles and importance of effective planning and preparation of lessons.	✓	
Able to interest, motivate and advance learning of pupils using clearly structured teaching and learning activities	✓	
Achieved a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications framework		✓
Preferably have HLTA qualification or working towards HLTA status or intends to work towards. Training in relevant learning strategies e.g. literacy		✓
Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.		✓
Assess the needs of pupils and use detailed knowledge specialist skills to support pupils' learning.		✓
Deliver learning activities to pupils within a grade system of supervision and testing activities according to pupil responses needs		✓