



Higher Level Teaching Assistant

Job description, 2022

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Job description

Job title	Higher Level Teaching Assistant (HLTA)	Team	TreeHouse School
Job band	Band 5	Reporting to	Class Teacher
Hours	Monday – Friday (8.30am – 4.35pm)	Line manages	Teaching and Behaviour Support

Approved by:

Updated: November 21

Role purpose

To deliver high quality teaching, learning and emotional regulation support as part of a class team working with autistic children and young people. To support the Class Teacher and Transdisciplinary Team in ensuring the efficient and effective running of the class to meet the day to day needs of the pupils, whilst supporting their engagement with learning.

Key accountabilities and dimensions

- Leading the teaching and learning of curriculum area/areas, as directed by the Class Teacher, ensuring a high level of quality of education.
- Plan, deliver and evaluate teaching and learning activities with support from the teacher and relevant members of the team. Plan and prepare 1:1 and boxwork activities/tasks as directed by the teacher and be responsible for visual timetables.
- Organising and undertaking cover for the class teacher, such as weekly PPA time and other cover, and for other colleagues as directed.
- Reflect proactively on the quality of learning and teaching in your lessons, taking a lead on your own professional development and engagement with evidence-based strategies in your subject/curriculum area
- Build and maintain positive working relationships within the class team.
- Ensure that designated TABs/TAs consistently provide excellent levels of teaching and learning support and follow agreed practices and protocols. This will include safeguarding, health and safety, medication, incident / accident reporting and all other legal and organisational requirements.
- Contribute and support to the overall vision and values of the school.
- Use specialist autism knowledge and experience to support pupils' learning.
- Assist with the planning and delivery of individual Pen Portraits, Communication and Regulation Support Plans or other pupil-specific plans
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing and record keeping where appropriate.
- Monitor and evaluate pupils' progress and maintain pupil records where appropriate.
- Liaise with parents, carers and professional staff (such as OT/SALT/BA/PBS Coach or other) in order to promote the holistic learning objectives of each pupil.
- Develop and implement actions that will promote the integration of the pupil with his/her peers.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters. Attend appropriate staff meetings and training days/events as requested.
- Have the highest expectations of our pupils learning and behaviour.

- Be aspirational for our pupils' future after school.
- Ensure that the classroom environment is low-arousal/clutter-free and classroom displays are well organised in line with the school policy
- Responsible for ensuring accurate and appropriate data collection systems are followed and used as an effective assessment for learning tool
- Ensure that permanent records of pupils' work are kept and that pupils work and books/portfolios are marked to a high quality demonstrating sequence of learning/progress
- To support pupils in achieving accreditation, awards and qualifications appropriate to their age and ability.

Management Responsibilities:

- Lead, manage and coach a team of TaBs/TAs to ensure high performance carrying out supervisions and appraisals in line with policy and practice. Manage effectively poor performance
- Ensure that TABs/TAs engage with/complete relevant training according to pupil's needs and best autism practice as directed by the class teacher/SLT.
- To promote and motivate the development of skills and confidence within the team through team meetings, team building, and additional guidance and support alongside formal training.
- Acting as a co-ordinator for a designated class, inclusive of being the first point of contact for staff absences, organising cover for breaks, overseeing the break rota and providing support to the Head of Operations when required.
- Strive to improve practice continuously through promoting and monitoring the continuous professional development of your team, empowering and motivating high performers

Equalities

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Training and professional development

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the Ambitious about Autism HTLA Recruitment Pack 2022 5 sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Any other duties commensurate with the role.
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to at least GCSE Grade C standard or equivalent in English and Mathematics	X
2. Higher level teaching assistant qualification or willingness to undertake within first 12 months.	X
3. Knowledge and demonstrable experience of working with SEN/autistic children and young adults within an specialist educational setting	X
4. Experience of supporting autistic children and young people with achieving EHCP outcomes and targets through effective teaching, learning and emotional regulation support	X
5. Experience of supporting pupils with communication differences and sensory needs	X
6. Commitment to the principles of positive behaviour and emotional regulation support	X
7. Relationship Management – experience of developing strong relationships within a class setting and beyond, demonstrating with exceptional interpersonal skills	X
8. Working experience of positive handling techniques – CALM or other similar techniques	X
9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
10. . Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	X
11. IT literate	X
12. Undertake Ambitious Leadership Training (if not already done so) to develop understand of coaching and management of a small / medium sized team.	X
13. We work together – hold a collaborative approach in your ways of working, collaborating within a Transdisciplinary team within TreeHouse School, ensuring a continual commitment to improving practice and ways of working	X
14. Ability to communicate effectively, both verbal and written, with a range of stakeholders	X
15. Good organisation, planning and prioritization skills	X
16. Ability to work using own initiative	X
17. Ability to solve problems quickly and decisively and able to stay calm in a crisis	X

18. Physically and emotionally resilient	X
19. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	TBC
Candidates informed of outcome of application	TBC
Interviews (these will be conducted online via Teams)	TBC

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact **Recruitment Manager - Charity, Education Services and Compliance.** - 07391 402729
svickers@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.



Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions. We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

TreeHouse School

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

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✉ admissions@ambitiousaboutautism.org.uk

🌐 treehouseschool.org.uk

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 3375255.

How to find us

Public transport

We're a short walk or bus ride away from Highgate and East Finchley Tube stations. Both are on the High Barnet branch of the Northern line. Bus routes 43 and 134 run nearby from Highgate Tube and routes 102 and 234 from East Finchley Tube.

Travelling by car

Parking is available on our premises if there is space available. Cars should be parked in designated spaces only.

