

JOB DESCRIPTION

Higher Level Teaching Assistant

Main Purpose of the Role

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area, as required, within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- Lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge.
- Under an agreed system of supervision: take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Key Areas:

- Support for pupils
- Support for the Teachers
- Support for the Curriculum
- Support for the School.

Duties and Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans.
- Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/ attendance.
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist skills/ training/ experience to support pupils
- Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs.
- Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Challenge and motivate pupils, promote and reinforce self-esteem.

Support for the School

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies 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.
- Take lead role in the department and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral system etc.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/ work tests and invigilate exams/ tests related to the specialist subject.
- Production of lessons plans, worksheets, plans etc.
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
- Manage records, processes, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

- Administrative support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions, making phone calls etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/ needs.
- Deliver local and national learning strategies e.g. literacy, numeracy 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.
- Be responsible for maintenance/ quality/ safety of specialist equipment.
- Provide highly specialist advice and guidance as required.
- Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

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 all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal 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.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Line management responsibilities where appropriate
- Liaise between managers/ teaching staff and teaching assistants.
- Represent teaching assistants at teaching staff/ management/ other appropriate meetings.

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Head of School.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection Procedures

<ul style="list-style-type: none">• To develop & promote high standards throughout the School
Other
<ul style="list-style-type: none">• Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour• Any other responsible requests from the Head of School.

I confirm that I have read the job description, and that I have the mental and physical fitness needed, to carry out the work responsibilities outlined within the job description.

Name _____ Signature _____

Date _____

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.

HLTA Employee Specification

Higher Level Teaching Assistant

Attributes	Criteria	Rank
Relevant Experience	A minimum of 2 years relevant experience (or 1-year leading learning)	Essential
	Experience working with children of relevant age in a learning environment/successful experience in the Southover Partnership setting	Essential
	Several years' experience working in a relevant discipline in a learning environment	Essential
	Experience of working with pupils with additional needs	Essential
Education and Training Attainments	Gained HLTA status, NVQ 4 or equivalent (or commitment to work towards this in the academic year)	Desirable
	Excellent numeracy/ literacy skills (minimum GCSE C or above in English and Maths)	Essential
	ICT – at least a level 2 qualification	Essential
	Training in relevant learning strategies e.g. literacy	Essential
	Specialist skills/ training in curriculum or learning area e.g. SEN, SEMH, interventions, or other	Essential
General and Special Knowledge	Full working knowledge of relevant policies/ codes of practice/legislation	Essential
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies	Essential
	Good understanding of child development and learning processes	Essential
	Understanding of statutory frameworks relating to teaching	Essential
	Ability to organise, lead and motivate a team	Essential
	Constantly improve own practice/ knowledge through self - evaluation and learning from others	Essential
Skills and Abilities	Ability to relate well to children and adults	Essential
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential
	Effective use of ICT to support learning	Essential
	Use of specialist equipment/ resources	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	Relevant knowledge of first aid	Essential
	Ability to plan effective actions for pupils at risk of underachieving	Essential
	Understand range of support services/ providers	Essential
Additional Factors	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Essential