



JOB DESCRIPTION

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| Title: | Higher Level Teaching Assistant |
| Reports to: | Head of School |
| Salary: | CHAT Support Staff Pay Point 22 £23,183.89 per annum |
| Hours: | 35 Hours |
| Annual Weeks: | 39 Weeks |
| Contract Type: | Permanent |

HLTA (with one area of responsibility, dependant on experience to be discussed at interview stage)

Job purpose: To consistently support and deliver learning to ensure all pupils make excellent progress.

Job Role

- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- To feedback to pupils and class teachers in order to support with the progress and attainment of all pupils.
- To promote independence, inclusion, acceptance and equality opportunities for all pupils.
- To be aware of the needs of all children and support with SEN, EAL interventions.
- On occasion, lead the delivery of specific learning objectives and activities, adjusting them to meet the specific needs of the pupils.
- At times, and as agreed by the SLT, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.
- Help the class teacher to maintain a purposeful, orderly and supportive learning environment and assist with the display of pupil's learning.
- Support teaching staff and pupils on school trips as required.
- Daily ½ hour lunch cover duties
- To actively take part in training sessions and meetings and other directed tasks, to support the school's priorities and secure your own professional development.
- To be committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times, reporting any safeguarding concerns and adhere to school policy.

PERSON SPECIFICATION

Higher Level Teaching Assistant:

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none">• Recognised Bachelor's degree• Good pass in GCSE Math's and English• Qualification relating to the role of | |
| Knowledge and Experience | <ul style="list-style-type: none">• Experience of planning, resourcing and teaching intervention groups for students• Experience of supporting students with SEND in mainstream classrooms• Knowledge of the barriers that can prevent students from making expected progress• Knowledge of the various needs that students experience in mainstream school• Experience of supporting teachers in mainstream classrooms• Experience of delivering lessons in mainstream classrooms | <ul style="list-style-type: none">• Spoken fluency in a community language• Knowledge and experience of teaching students with EAL combined with other complex needs such as illiteracy, SEN, challenging behavior or more able• Experience in providing training to colleagues |
| Personal | <ul style="list-style-type: none">• Ability to work with and manage students requiring support who may also have additional needs• High cultural intellect with an understanding of and sensitivity to cultural differences• Enjoy working and communicate well with students• Dedicated to safeguarding and promoting the welfare of children.• Hardworking, flexible, enthusiastic and motivated.• Team player and excellent | <ul style="list-style-type: none">• Good IT skills. |

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| | <p>interpersonal skills.</p> <ul style="list-style-type: none"> • Good verbal communication skills including ability to communicate effectively with teachers, carers and parents. • Able to take the initiative. • Confidentiality and sensitivity. | |
| Other | <ul style="list-style-type: none"> • Willingness and ability to undertake lunchtime and break time duties | <ul style="list-style-type: none"> • Ability to work additional hours |

Closing date: Monday 18th November 2019