



JOB DESCRIPTION: Higher Level Teaching Assistant

Contract: Permanent, 32.5 hours per week , 39 weeks term-time only
Pay Scale: Grade 9 points 16-19
Responsible to: Assistant Principal

Key Responsibilities

As a HLTA your primary focus will be to ensure continued high-quality learning and pupil achievement. You will:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support or when directed, lead the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and record these as appropriate / pass observations on to the class teacher
- Cover and lead class teaching (under supervision) as and when directed
- Direct the work, where relevant, of other adults in supporting learning

Core Requirements of the post.

The postholder will demonstrate essential professional characteristics, and in particular will:

Professional values and practice

- Have high expectations of children and young people with a commitment to helping them fulfil their potential
- Establish fair, respectful, trusting, supportive and constructive relationships with children and young people
- Demonstrate the positive values, attitudes and behaviour they expect from children and young people
- Communicate effectively and sensitively with children, young people, colleagues, parents and carers
- Recognise and respect the contribution that parents and carers can make to the development and well-being of children and young people
- Demonstrate commitment to collaborative and cooperative working with colleagues
- Improve their own knowledge and practice including responding to advice and feedback.

Professional knowledge and understanding

- Understand the key factors that affect children and young people's learning and progress
- Know how to contribute to effective personalised provision by taking practical account of diversity
- Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people
- Have achieved a nationally recognised qualification at level 2 or above in English/literacy and mathematics/numeracy
- Know how to use ICT to support their professional activities
- Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
- Understand the objectives, content and intended outcomes for the learning activities in which they are involved
- Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation
- Know how other frameworks, that support the development and well-being of children and young people, impact upon their practice.

Professional skills

- Teaching and learning activities must take place under the direction and supervision of an assigned teacher and in accordance with arrangements made by the headteacher of the school.

Planning and expectations

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities
- Use their area(s) of expertise to plan their role in learning activities
- Devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of the children and young people in the learning activities
- Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.

Monitoring and assessment

- Monitor learners' responses to activities and modify approaches accordingly
- Monitor learners' progress in order to provide focused support and feedback
- Support the evaluation of learners' progress using a range of assessment techniques
- Contribute to maintaining and analysing records of learners' progress.

Teaching and learning activities

- Use effective strategies to promote positive behaviour
- Recognise and respond appropriately to situations that challenge equality of opportunity
- Use their ICT skills to advance learning
- Advance learning when working with individuals
- Advance learning when working with small groups
- Advance learning when working with whole classes without the presence of the assigned teacher
- Organise and manage learning activities in ways which keep learners safe
- Direct the work, where relevant, of other adults in supporting learning.

General Duties

- Engage as an active member of the school team.
- Be a flexible and supportive member of the team.
- Be willing to undertake professional development where appropriate.
- Engage and motivate pupils
- Improve the quality of pupils' learning
- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Demonstrate analytical thinking.
- Demonstrate empathy with and an appreciation of the care needs of pupils.

Whole School Ethos

- Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
- Make effective use of all resources, including ICT and personnel
- Contributes towards the School's Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
- Understands and works to the expectations set out within the Trust/school policies.
- Use the performance management process to drive school improvement through the raising of teaching and learning.
- Promote the wider aspirations of the school.

Safeguarding and Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
- Displays commitment to the protection and safeguarding of young people.
- Values and respects the views and needs of young people.
- Is willing to work with organisational procedures and processes and to meet required standards for the role.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.