

JOB DESCRIPTION: Higher Level Teaching Assistant-Maths

Responsible to: Assistant SENCo

Responsible for: Mainstream students with an EHCP and students identified as SEN Support (K)

Hours: This post is term time - 35 hours per week / 39 weeks per annum. HLTAs provide pre-and post-school intervention and after-school club support

PURPOSE OF THE JOB

- To take responsibility for learning activities under an agreed system of supervision for SEND students. This may involve planning, preparing and delivering learning activities for individuals/groups and/or for the short term. Monitoring, recording and reporting on student achievement, progress and development
- To take a lead role under an agreed system of supervision, within the SEN Department to address the needs of students with SEND who need particular help to overcome barriers to learning
- To provide support for students with SEND including liaison with the Maths department and the wider school in order to raise standards of achievement for the SEND students by utilising advanced levels of knowledge and skills when assisting with planning, monitoring and assessment
- To encourage students to become independent learners, to provide support for their welfare, and support the inclusion of SEND students in all aspects of school life

MAIN DUTIES

Support for SEND Students:

- Assess the needs of the students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Develop and implement Student Support Plans
- Promote the inclusion and acceptance of SEND students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage students in all activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc
- To attend weekly SEND departmental meetings and regular Maths Department meetings

Support for Teachers:

- Within an agreed system of supervision and within a pre-determined lesson framework, teach 1-1 and/or small groups of students with SEND
- Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour to the Assistant SENCo, teachers and students
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- 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 student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objectives and accurate feedback and reports as required on student 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
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum:

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies e.g., literacy, numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support students
- To promote the general progress and well-being of individual students
- To liaise with the relevant pastoral leaders, (Heads of Year, Pastoral Support Officer), to ensure the implementation of the Student Support system
- To register students when required, accompany them to assemblies, encourage their full attendance to lessons and their participation in other aspects of school life
- To undertake other duties appropriate to the post including breakfast, lunchtime and after school enrichment and support sessions

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 students 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 SEND staff and teaching staff to support achievement and progress of students.
- 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.
- Assist in mentoring support and guidance to other Key Support Workers undertaking formal training.
- Support and guide other less experienced Key Support Workers in the classroom when required and lead training for other Key Support Workers.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Personal Responsibilities:

- To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance
- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Actively promote school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attend meetings scheduled in the school calendar punctually
- Adhere to the School's Safeguarding Policy

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher