

## Job Description

<b>Job title:</b>	Higher Level Teaching Assistant (HLTA)
<b>Grade:</b>	6
<b>Reports to:</b>	Vice Principal
<b>Liases with:</b>	Class Teachers

Drapers' Pyrgo Priory School is at the heart of the Harold Hill community. Our vision at Pyrgo is to engage, excite and enable all pupils, staff and the community we serve to excel. We do this through our focussed approach in three key areas; challenge, curriculum and community;

**Challenge** - A culture of high ambition

**Curriculum**- Enjoyment in learning through excellence in teaching

**Community** – Developing our school as a hub for families to engage in enrichment and enjoyable activities to ensure the health and wellbeing of everybody it serves

### General Information:

The role of the Higher Level Teaching Assistant (HLTA) is to work across the school to provide PPA release time for teachers and cover as and when required.

### Purpose of the Job:

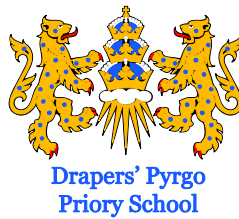
The role of the HLTA is to provide and deliver learning activities to whole classes of pupils when the class teacher is not present. The HLTA will plan, prepare and deliver lessons and assess, mark, record and report on development, progress and attainment, under the direction of subject co-ordinators.

To work independently with whole classes of pupils.

To be responsible for the management and development of a specialist area within the school, as agreed with your line manager.

### Specific Duties:

- Support for pupils
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.



- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- 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.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources for the lessons that they teach
- 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/ marking and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

#### **Support for teachers:**

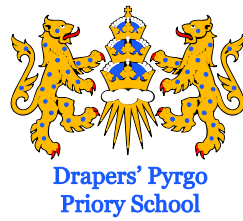
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Deliver learning activities to pupils, adjusting activities according to pupil responses/needs.

#### **Support for the curriculum:**

- 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.

#### **Support for the school:**

- Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting 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.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities with guidelines established by the school.