

JOB DESCRIPTION

Post:	High Level Teaching Assistant (HLTA)
Pay Scale:	Scale 5
Location:	Kingsford Community School
Working Hours:	36 hours per week (Term time only)
Working Pattern:	Full Time, Monday to Friday

The Role

To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. In your role you will be working with whole classes, smaller groups and individuals.

Main Duties and Responsibilities.

A - Professional Standards

- 1. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- 2. To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- 3. To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- 4. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- 5. To improve your own practice through observation, evaluation and discussion with colleagues and continuing professional development.

The following teaching and learning activities in sections B to E should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the head teacher of the school. The sentences in *Italics* are "specified work" which may happen in the absence of the teacher from the classroom. However, the class teacher remains responsible for their pupils' progress.

B - Planning and Expectations

- 1. Contribute effectively to teachers' planning and preparation of lessons.
- 2. Planning and preparing of lessons for pupils.
- 3. Work within a framework set by teachers. This should include providing feedback to pupils and feedback to colleagues on pupils' learning and behaviour.
- 4. Select and prepare teaching resources that meet the diversity of pupils' needs and interests.
- 5. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

C - Monitoring and Assessment

- 1. Support teachers in evaluating pupils' progress through a range of assessment activities.
- 2. Evaluate pupils' progress through a range of assessment activities.
- 3. Monitor pupils' responses to learning tasks and modify your approach accordingly.

- 4. Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- 5. Contribute to maintaining and analysing records of pupils' progress.
- 6. Assessing the development, progress and attainment of pupils.
- 7. Reporting on the development, progress and attainment of pupils.

D - Teaching and Learning Activities •

1. Delivering lessons to pupils.
- 2. Use clearly structured teaching and learning activities, challenge and motivate pupils and result in at least expected progress.
- 3. Communicate effectively and sensitively with pupils to support their learning.
- 4. Promote and support the inclusion of all pupils.
- 5. Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- 6. Ensure pupils make progress in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- 7. Where relevant, guide the work of other adults supporting teaching and learning in the classroom.
- 8. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and addressing bullying or harassment, following relevant policies and procedures.
- 9. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

E – Other

- 1. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- 2. To supervise pupils during breaks and/or lunchtimes if required.
- 3. Carry out routine clerical tasks e.g. distributing letters to pupils at the end of the day.
- 4. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.

Equal Opportunities and School Vision

- To ensure and display commitment to the implementation of the school vision and Ethos.
- To be committed to the school's policies on Equal Opportunities and Learning Support, and inclusion.
- To be committed to the continual raising of levels of achievement for all our students.
- To work with confidentiality and sensitivity, which are essential when dealing with parents of our multi-ethnic school.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with General Data Protection Regulation (GDPR).
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Kingsford Community School is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Excellent standard of general Education, 5 GCSEs grades A* - C (including English and Mathematics) or equivalents			Application
A Levels			Application
Degree			Application
Experience of working with children (either paid or unpaid capacity) , preferably in an education setting			Application/Interview
Experience			
Proven successful experience of working with children			Interview
Experience of working with SEN or EAL needs]			Interview
Strong ICT skills including understanding and use of databases and data analysis			Application
Knowledge and understanding of the importance of the Health and Safety and Safeguarding policies			Interview
Understanding of and commitment to work within the scope of the school's equal opportunities policy			Application/Interview
Knowledge and Skills			
Ability to lead and work as part of a team			Application
Able to form, and maintain a range of Teaching and Learning strategies			Application
Able to implement a range of Teaching and Learning strategies			Application
Able to communicate effectively with a range of people both in writing and orally			Application/Interview
Able to form and maintain appropriate professional relationships and boundaries with children and parents			Application/Interview

Excellent interpersonal and listening skills			Interview
Adaptable, flexible and able to defuse conflict			Interview
Calm under pressure			Interview
Able to organise and deliver classroom activities			Application/Interview
Able to deal with sensitive information and issues in a confidential manner and respond sensitively to pupils' needs			Application/Interview
General/Personal Qualities and Characteristics			
Have a caring and positive nature			Interview
Prompt, reliable and delivers with pace			Interview
Ability to work flexibly and collaboratively within a team environment			Interview
Willingness to attend and participate in meetings to review pupil progress and lead staff meetings			interview
Ability to monitor, evaluate and present information on pupil progress			Interview
Take ownership of own and others performance; collaborate to identify development and training needs and seek continuous improvement.			Interview
A commitment to high standards and expectations for self, staff and pupils			Interview

This job description may be subject to amendment or modification at any time following consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and the school's Code of Conduct. All the above duties are to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.



I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Employee Name: