

Job Description: HLTA Teaching Assistant

Responsible to: Head of the Prep School & Assistant Head (Alice House)

Primary Responsibility: The Teaching Assistant will be responsible, in conjunction with the class teacher, for the welfare of pupils in his/her care and for the management of pupils, the classroom, communal spaces and the delivery of the curriculum as directed by the class teacher. In addition, the HLTA will complement the work of teaching staff and deliver prepared lessons with no teacher present.

Hours per week: 37.5 per week, Term Time plus 1 week.

Responsibilities:

In addition to the main responsibilities of a teaching assistant, the HLTA is required to:

- Work with the class teacher to develop and plan high quality lessons and teaching activities;
- Prepare and deliver lessons under the direction of the class teacher to whole classes, small groups or individuals where necessary;
- Provide cover for planned, short-term absences across the Prep School, providing verbal and written feedback to pupils as required;
- Within an agreed system of supervision, deliver teaching and learning activities;
- Ensure high levels of pupil engagement are upheld at all times
- Recognise own areas of specialisms and be prepared to use these to lead, advise and support colleagues;
- Help manage other teaching assistants where required;
- Liaise with the classroom teacher about timetable arrangements;
- Deliver national learning strategies and other activities to support the development of pupils;
- Take a lead role alongside the class teacher with the implementation of individual pupil profiles to meet the specific needs of all pupils
- Contribute to and attend parents' meetings as required;
- Assess and manage pastoral and academic needs and pupils with SEND when delivering lessons;
- Provide feedback to pupils in relation to progress and achievements;
- Where necessary, work with other staff/agencies when dealing with behaviour and SEND;
- When delivering lessons, promote inclusion and acceptance of all pupils in the classroom, encouraging pupils to interact, work co-operatively and engage in all activities;
- Assist in recruitment, induction, appraisal and mentoring for other Teaching Assistants as required;

The main responsibilities include:

Teaching & Learning

- 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 including, where appropriate, those with special educational needs and disabilities (SEND);

- Promote, support and facilitate the participation of all pupils in learning and co-curricular activities;
- 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 and assess pupil performance and pass observations on to the class teacher;
- As required, to take sole responsibility for children working and playing in areas, whether inside or outside, by providing appropriate levels of support and interaction where a variety of activities are available;
- Be aware of developments in ICT and how they may be integrated into both teaching and learning.
- Promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child and meet their needs within the ethos of the school;
- To support children in finding solutions and solving problems for themselves by cultivating a growth mindset.

Planning

- In co-operation with other staff, to plan and prepare the programmes of work and activities to be undertaken by individual children or by groups of children;
- Take responsibility for planning, initiating and facilitating certain programmes of work e.g. listening to reading, computer activities, cooking, story sessions, etc.;
- Read and understand lesson plans shared prior to lessons, where appropriate;
- Check emails at the beginning and end of the working day to keep abreast of communications;
- Support the teacher in preparation of the classroom in advance of lessons;
- Help, in conjunction with other staff, to maintain and service resources, areas and equipment as required.

Working with others

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher;
- Develop effective professional relationships with colleagues;
- Communicate their knowledge, understanding or concerns regarding pupils to other school staff so that informed decision making can take place on intervention and provision;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues;
- Have regard for pupil welfare at all times, including wiping up blood or other bodily fluids where this is necessary to maintain a safe environment. Appropriate protective wear will be made available;
- Willingness to contribute to a proportion of the school's before or after school care.
- Carry out break and lunchtime supervision or cover duties as required;
- Undertake duties as directed by the Form Tutor or Preparatory Management Group, in particular, those directed specifically by the Assistant Head (Alice House)

Training and development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with PMG, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;
- Participate and engage positively in the school's Professional Development Review (PDR) process;
- Keep informed of current childcare legislation and practices;
- Attend staff, year group or sections meetings and INSET to assist in the planning of the curriculum, share pastoral information on pupils and contribute to whole school development and improvement planning;
- A willingness to work in different year groups across the EYFS and Infant age range as required.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Attendance at events such as open days, entrance examination and assessment days and, where possible, those in which Form members are involved, e.g. concerts, drama productions, seminars;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- To maintain confidentiality at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and Professional Development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder;
- To be able and willing to administer first aid at an appropriate level in accordance with the procedures of the school;
- Participate in the school's co-curricular programme, which includes trips, activities, clubs and societies, sport, drama and music. This may involve before school, lunchtime, after school, weekend and holiday time activities;
- Be willing to participate in residential activities, assisting with organisation as requested by the Head of Year, trip leader or PMG.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Headmaster or Preparatory Management Group;
- This job description may change along with the needs of the School and in consultation with the post holder;
- Annual Review.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • L4 Certificate for Higher Level Teaching Assistants. or • Recognised HLTA status approved by HLTA National Assessment Partnership (HNAP) • GCSE Maths and English (Grade C) • Trained in relevant learning strategies • Willingness to undertake training and development appropriate to the role 	<ul style="list-style-type: none"> • Paediatric or other First Aid Certificate (and a willingness to keep up to date with training as appropriate) • D1 minibus licence or willingness to undergo training • Safeguarding Training
Experience	<p>Previous experience of working:</p> <ul style="list-style-type: none"> • Supporting pupils of the relevant age range • High standards of pedagogical practice • Lead class learning without a teacher present • Use of IT skills to advance learning and support professional practice • Advance learning through working with individuals or small groups • Maintaining and analysing learning records to provide focused support and feedback • Contributing to the planning and preparation of learning activities • Contribute to strategic plans 	<ul style="list-style-type: none"> • Data Tracking • Staff management • Experience of dealing with parents and external agencies
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Knowledge of the statutory and non-statutory frameworks of the curriculum and how it relates to learning • Understanding of objectives and intended outcomes of learning activities • Excellent organisational skills and the ability to multi-task • Ability to devise clearly structured activities that interest and motivate pupils to advance their learning • Knowledge of pedagogic principles • An understanding of inclusion, making the curriculum accessible to all learners. • Ability to supervise and organise pupils 	<ul style="list-style-type: none"> • Knowledge of school MIS and tracking systems
Personal Attributes	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children. • Suitable to work with children. 	<ul style="list-style-type: none"> • Ability to improve and implement new systems and processes.

	<ul style="list-style-type: none"> • Ability to challenge colleagues and provide constructive criticism as required. • Ability to reflect and improve own practice • Ability to contribute to strategic plans • Ability to develop excellent working relationships with internal and external stakeholders • Ability to work under pressure, organise and prioritise workload • Ability to work on own initiative, work without direct supervision and solve problems • An exemplary degree of personal integrity • Physical and mental capacity to undertake the role • Diplomacy, tact and empathy, with high levels of confidentiality • Ability to draw clear, calm boundaries when appropriate • Common sense • Excellent attention to detail • The capacity to remain calm and cope with the unexpected • Highly professional manner • Flexible attitude • Excellent time management. • An exemplary attendance record in his/her past and present employment. 	<ul style="list-style-type: none"> • Ability to assess and diffuse difficult conversations and communications
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