

## **Job Description**

**Job Title:** Higher Level Teaching Assistant  
**Responsible to:** Head of Gateway Engagement  
**Grade:** Future Schools Trust Scheme 6  
**Contract:** 37 Hours per week, term time only

### **1. Main Purpose of the job**

Support the Head of Gateway Engagement with daily tasks to ensure the smooth running of the school day. Lead and support the learning of our students in a variety of subjects. The ability to lead and support core subjects of English, Math and Science is an advantage, with a particular focus on English and literacy support.

The role will include:

- Supporting students
- Supporting teachers
- Supporting curriculum
- Supporting the School
- Supporting the year teams
- Supporting the subject departments

### **2. Accountability**

- Lead and support learning to engage students in differentiated activities to ensure that the learning and progress of each students.
- Ensure the Safeguarding Policy is adhered to.
- Ensure inclusion and acceptance of all pupils within the learning environment in order to promote equal opportunities.
- Ensure effective behaviour management techniques are used to uphold the learning environment, applying the schools Behaviour Management Policy.
- Act as a role model and set high expectations of conduct to the students.
- Be involved in INSET for own professional development and that of employees.
- Support the use of ICT and other equipment and materials to enable students to achieve their learning objectives successfully.
- Formulate strategies to solve problems that arise at Gateway Engagement to provide consistent and effective support on a daily basis.
- Participate in training and other learning activities as required and attend relevant meetings in order to keep up to date with the latest learning environment management techniques and continue to develop professionally.

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
- Assist in the implementation and delivery of individual interventions to support students.
- Assist the Head of Gateway Engagement with assessment, monitoring and tracking of students, maintaining accurate records. Records should be data driven showing impact.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist in their education and growth.
- Develop, and where necessary prepare the classroom and materials to ensure effective and efficient teaching.
- Where appropriate, supervise the physical wellbeing of the students to ensure their continued safety.
- Accompany staff and pupils on the visits, trips and out of school activities including college as required.
- Undertake other reasonable duties that are consistent with both the job title and job description and are directed to be completed by the Head of Gateway Engagement or the Head Teacher.

### **3. Person Specification**

- Successful recent experience of working with students of relevant age.
- Good Standard of Education, including HLTA certificate.
- Excellent interpersonal skills, both verbal and written.
- Previous experience of working within a supported learning environment
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Ability to plan, lead and support differentiated learning.

## **Health and Safety**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.

## **Safeguarding Statement**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.