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|  | **Higher Level Teaching Assistant (HLTA)**  |

**Job Description**

**Purpose:**

* Group Interventions
* Class Teacher Support
* First Day Absence and PPA Cover for Class Teachers
* Promote effective teaching and learning for pupils in all areas of the curriculum.

**Responsibilities:**

* As an aspiring/accredited HLTA; you will be an exemplar of good practice in terms of your own teaching and organisation
* You will work with other LSAs, teachers and leadership to build your own curriculum/subject knowledge and strive to enhance the quality of teaching and learning in school

**Key Accountabilities**

**Strategic Development**

* Contribute to the discussion of the school’s aims and policies and participate in the implementation of policies, plans, targets and practices.
* Take responsibility for implementing school policies and practices in the classroom
* Contribute to the team planning and assess pupil’s learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant curriculum areas

**Teaching and Learning**

* Contribute to pupils learning activities
* As an HLTA you will be expected to deliver all aspects of the curriculum
* Contribute effectively to planning and preparation of lessons and undertake the HLTA role in these, including selection and preparation of pupil’s learning activities
* Monitor and evaluate pupil’s participation and progress through application of a range of assessment activities and provide feedback to teachers
* Use IT to advance pupil’s learning and confidence
* Organise and manage safely the learning activities, the physical teaching space and resources for which you have responsibility.

**Leading and Managing Staff**

* Work with and cooperate with relevant teaching staff to ensure the effective organisation, deployment, appraisal and development of other teaching assistants

**Deployment of resources**

* To develop and monitor resources within the teaching area.
* organise and maintain a stimulating working environment appropriate for a range of activities
* teach pupils to take responsibility for resources and the environment
* ensure that resources are organised, tidy and readily available to promote a purposeful environment for teaching and learning to take place

**HLTA - Person Description**

We would love to meet you if you fit the person description, have a genuine passion for children and what is important to them, and have the commitment to improve every pupil’s experience of school and learning.

 **Competencies**

A high level of written and spoken English and excellent communication skills

A high level of numeracy capability and confidence

Able to work effectively and deliver learning activities to individual pupils, small groups and whole classes

Able to contribute to a range of structured and informal teaching and learning activities

Understand the school curriculum, age related expectations and testing/assessment framework

Understand a range of strategies and intended outcomes to establish meaningful learning, including knowledge of the SEN code of practice

Able to recognise and respond effectively to equal opportunity issues and to support inclusion of all pupils

Able to recognise factors which may limit a pupil’s development and ability to provide motivational impetus

Able to communicate sensitively and effectively with colleagues, parents and pupils

Able to motivate and manage the work of adults in the classroom

Able to coach and mentor other TAs if required

Willing to improve own practice through observation, evaluation and discussion with colleagues

Understand and apply the school behaviour policy and procedures

Able to plan and organise at a high level

**Qualifications & Experience**

**Essential:**

Qualification in English/Literacy or Maths/Numeracy at NVQ level 2 or above.

Have obtained or be in the process of obtaining HLTA status under the national TDA scheme for HLTA assessment and have met the professional standards for HLTA.

**Desirable:**

Experience of developing pupils’ learning and demonstrating progress and impact.

**Training and development we may offer you:** You should demonstrate a commitment to ongoing professional development through your training to date, and future targets for improvement. Development training is available to our staff through our CPD programme.

**Salary**

Surrey P4 £18,698-£20,653 (£15,717-£17,360 pro rata) or P5 £21,169-£23,367 (£17,794-£19,642 pro rata), according to experience.

This is a permanent contract; hours are 35.5hr/week, term time only (39 weeks), Monday to Friday 8.30 to 3.45pm (Wednesdays until 5.30pm staff meeting).