

Job Description

Post Title:	Higher Level Teaching Assistant
Salary Scale/Range	Scale 5
Hours	32.5 hours
Permanent/Fixed Term	Fixed term for one year in the first instance

Job Purpose:

The principle role of the HLTA is to provide and deliver lessons, across the curriculum, to whole classes of pupils when the class teacher is not present. Additionally, the role will involve the planning and delivery of lessons in your particular area of interest or expertise and the planning and delivery of bespoke interventions.

- To work across the school, from EYFS to Upper Key Stage Two, independently delivering lessons in a wide range of curriculum subjects.
- Will give pupils feedback and will modify lesson materials to meet the needs of pupils as and when necessary
- To communicate effectively with teachers to share important information about classes
- To support the development of your subject area of expertise across the school
- To plan, deliver and monitor interventions to meet the needs of the cohort you are working with.
- To work collaboratively with teachers across the school to deliver lessons and to adapt teaching materials to meet the needs of the children you are working with.
- To be flexible in your role to support with cover across the school, where necessary.

Key Accountabilities/Primary Responsibilities:

Tasks that may be carried out in this role include, but are not limited to:

- Deliver lessons to whole classes of children, adapting planning and resources where necessary.
- To contribute to the planning of lessons, particularly within your area of expertise or interest
- Plan and deliver interventions to groups of children to promote rapid progress, where necessary adapting resources to meet the needs of pupils.
- Establish productive working relationships with pupils and staff across the school, acting as a role model and setting high expectations.
- Work collaboratively with class teachers to deliver effective lessons and to promote rapid pupil progress.
- Application of school policies, specifically those relating to teaching and learning, feedback and behaviour.
- Organise and manage appropriate learning environments and resources for the lessons that you teach, and support in the teaching of.
- Provide feedback to pupils in line with our feedback policy.
- To attend staff meetings weekly and to show commitment to own professional development through engagement with relevant training.
- To support other staff in their professional development through the modelling and sharing of own areas of expertise.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model, and understand and promote the aims and the values of the Trust.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expects all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	