

JOB DESCRIPTION

HIGHER LEVEL TEACHING ASSISTANT (HLTA) (NUMERACY)

Grade:	OA4 (unqualified) OA6 (qualified)
Hours:	30 hours per week 8.30 am - 3.30 pm (includes unpaid break and lunch)
Contract:	Term time + 2 Inset Days
Location:	Newport Pagnell
Responsible to:	SENDCo / Assistant SENDCo

CORE PURPOSE

Teaching Assistants work with all age groups (mainly 11 – 16) in all subjects areas of the school. The HLTA for Numeracy will work with students to help close the gap for those not yet achieving expected progress in numeracy, although not necessarily exclusively. A high level of confidentiality is involved.

The Special Education Needs Department manages the needs of students who have learning, behaviour, sensory or mobility difficulties. Most of the work is in classroom support at the direction of teaching staff, but the main line manager for this post is the SENDCo.

DUTIES AND RESPONSIBILITIES

- To complement teachers' delivery of the national curriculum. These students could be part of the student support list held by the SENDCo or could be students who require additional support;
- To work collaboratively with teaching staff and teaching assistants teachers in the whole planning cycle and the management/preparation of resources where appropriate;
- To provide support for students, the teacher and the school in order to raise standards of underachieving groups, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;
- To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life;
- Teach numeracy programmes to withdrawal groups of students;
- To provide students with one to one support;
- Design numeracy learning for small groups;
- Develop and prepare numeracy resources for small group learning activities;
- Plan for, teach and assess small groups of students in numeracy;
- Provide detailed verbal and written feedback to teachers, students and parents;
- Monitor and evaluate student responses to learning activities through observations and recording of achievement against predetermined learning objectives;
- Support in Maths lessons / small groups;

- Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with schools policies and procedures;
- Assess student progress against bench line data;
- Produce regular reports on student progress;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Promote and support the inclusion of all students, including those with specific needs;
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others;
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance;
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times;
- To advise on the appropriate use of specialist numeracy teaching aids, equipment, materials and other resources;
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement;
- To attend relevant meetings and contribute to the development of policies and procedures within the school;
- Contribute to the provision of extra-curricular support groups, e.g. Lunch Club, Homework Club, by negotiation with the SENDCo;
- Delivering training to TAs or teaching staff where appropriate
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner;
- To participate in performance management programme or undertake appropriate training;
- Understand and implement school child protection procedures and comply with legal responsibilities.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
Staff member

Dated:

February 2021