**HLTA**

**Job Description**

**POST TITLE: HIGHER LEVEL TEACHING ASSISTANT**

**REPORTING TO: Vice Principal**

**PURPOSE OF THE JOB**

* To play an important role within the school helping to provide high level support for SEN students and all underachieving groups.
* To complement teachers’ delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources by utilising advanced levels of knowledge and skills.
* To plan, monitor, assess and deliver targeted intervention classes.

**Professional duties and responsibilities:**

Higher learning and teaching assistants (HLTA) will undertake an agreed role within Inclusion. Each HLTA will have core duties as described in the LTA job description and in addition the specific duties as detailed in this job description.

**Specific Duties**

Planning

* As directed by the SENCO plan and develop resources for targeted intervention groups.
* Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

Teaching and Learning

* In accordance with arrangements made by the SENCO progress pupils’ learning in a range of classroom settings, including working with individuals and teaching and taking responsibility for small groups and targeted intervention groups.
* Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, learning objectives, schemes of work and assessment cycles.
* Use IEP targets, pen pictures, descriptions of student’s needs as detailed in statements or any other external agency report to differentiate student work where appropriate.
* Use behaviour management strategies, in line with the school’s policy, supporting documents and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
* Organise and safely manage the appropriate learning environment and resources including creating displays of student’s work.
* Assist the class teacher in encouraging integration of and differentiation for children with special needs.
* Support the role of parents in pupils’ learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
* Invigilate exams with particular reference to supporting students with access arrangements.
* Undertake routine marking of student’s work and regular feedback of progress.

Monitoring and Assessment

* Under the guidance of the SENCO evaluate pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
* Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
* Assist in maintaining and analysing records of pupils’ progress.
* Contribute to programmes of observation and assessment as planned by the SENCO and provide reports, evaluations and other information where appropriate to assist in the provision of appropriate support for specific children.
* Support the teaching staff with reporting pupils’ progress and achievements at parents meetings which are usually held outside school hours.

Mentoring, Supervision and Development

* To support the induction of new LTA’s in the department and provide support to other teaching assistants when directed by the SENCO.
* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
* Understand and implement school child protection procedures and comply with legal responsibilities.
* To maintain confidentiality regarding students matters.
* Provide physical support and maintain personal equipment used by the children at the school as directed by the SENCO.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links as directed by the SENCO.
* Supervise pupils in the playground and plan and organise play time and after school activities.

Other

* To participate in quality assurance and performance management procedures.
* To support school events as appropriate.
* Attend and participate in relevant meetings and training events as required
* Assist with the supervision of student’s visits, trips and out of school activities as required and take responsibility for a group under the supervision of the accompanying teacher.
* To be familiar with the HLTA professional standards.
* Provide administrative support when directed by the SENCO.
* To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
* To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
* To undertake other duties appropriate to the post that may reasonably be required from time to time.

Notes:

This Job description is not necessarily a comprehensive definition of the post it will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the post holder.

**Person Specification**

**Post: HLTA**

**Responsible to: Principal**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Educated to first or second class degree level * Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C). |  |
| **EXPERIENCE** |  | * School experience |
| **SKILLS** | * Excellent role model for oral and written communication * Excellent interpersonal skills both in working relationship with pupils and in forming effective professional relationships with a wide range of people * Good organisational and time management skills * Sound IT skills to support learning and maintain electronic information systems |  |
| **QUALITIES** | * A highly professional approach to their work * The ability to thrive in a ‘no excuses’ culture * Great energy, enthusiasm and hope * A real drive to make things happen * A passionate desire to make a difference * Good sense of humour | * A desire to begin a teacher training qualification in the coming years |