## JOB DESCRIPTION - NON TEACHING STAFF

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**POST TITLE Higher Level Teaching Assistant**

**RESPONSIBLE TO** Curriculum Leader

**SALARY GRADE** Southfield Support Scale Points 21 - 23

**HOURS** 32 hours per week

Monday, Tuesday, Thursday, Friday: 8.15am to3.15pm

Wednesday: 8.15am to 4.30pm

including 30 minutes’ unpaid lunch break each day

38 weeks per year during term time plus 5 training days.

### PRINCIPAL DUTIES & RESPONSIBILITIES

* Working with individuals and groups, under the direction of the teacher, to support learning
* Contributing to planning and evaluation of lessons, within a framework set by the teacher
* Supporting teachers to assess pupil needs and progress
* Supporting transitions
* To carry out the role with due regard for GDPR requirements.

**Working with individuals / small groups of pupils**

* Personalisation of pupils’ learning
* Greater depth of provision for pupils in need
* In-depth knowledge about how to develop certain pupils

**Taking whole classes**

* Taking classes while teachers have planning, preparation and assessment (PPA) time
* Consistent staffing for pupils
* Leading intervention programmes (releasing teachers from this responsibility)

**Management responsibilities**

* Playing an active part in timetabling arrangements for HLTA cover.
* Working with Teachers/support staff to plan staff development activities

**Liaising with parents**

* Consistency of contact person for parents
* Attending parents’ evening
* Close liaison with parents on pupil performance

**Contribute to the management of pupil behaviour**

* Promote school policies on student behaviour
* Implement strategies to manage behaviour when working with a small group or individually
* Contribute to the monitoring of student behaviour
* Report any progress towards targets for students with Behaviour Support Plans
* Provide level of attention appropriate to student’s needs, modifying approach to ensure that desired outcomes are achieved

**Assist in preparing learning environment**

* Prepare resources and materials
* Assist in setting out learning materials and set out materials

**Contribute to maintaining student records**

* Working with the teacher help to maintain student records
* Ensuring that contributions are accurate, complete and up to date

**Contribute to the planning of learning activities**

* Plan individual lessons/sequence of lessons with support from teacher
* Understand the most effective way in which to support learning for a given task
* Understand the needs of pupil/s with whom working
* Discuss expected learning outcomes with teacher and agree upon success criteria
* Provide feedback for teacher on outcomes of learning activity

**Promote social and emotional development of pupils**

* Support pupils in developing appropriate relationships
* Help to develop self-esteem of pupils
* Along with other members of the team, help to resolve difficulties between students amicably and with regard to school policies
* Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

**Support maintenance of pupil safety**

* Demonstrate awareness of symptoms associated with minor health problems
* Have full knowledge of Health and Safety policy
* Respond to minor health problems, for example with regard to asthma, allergies etc.
* Report any illness to teacher or other member of staff responsible for dealing with pupil health

**Contribute to health and wellbeing of pupils**

* Awareness of strategies for assisting pupils to settle into new settings
* Recognise signs of distress and offer reassurance

**Use of ICT in the classroom**

* Support students to develop their ICT skills
* Demonstrate own skills in the use of ICT

**Supporting students’ learning off site**

* Support students when learning off site where applicable e.g. accompanying students on trips and residentials, supporting students at home where necessary (e.g., school refuser)

To fulfil the role of HLTA the post holder will have the following essential skills:

* Ability to accept guidance and direction from teachers
* Ability to distinguish between the role of a TA, HLTA and the class teacher
* An understanding of the need to maintain confidentiality
* A mature and sensitive approach

The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or the school’s Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.