

Job Description

Title of post	<i>Higher Level Teaching Assistant (HLTA)</i>
Salary	<i>Grade G, SCP 13 – 18</i>
Hours of work	<i>Monday to Friday, 37 hours per week TTO plus 5 training days Permanent</i>
Line manager and responsible for reviews	<i>SENCO</i>

Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership.

Main Duties/Responsibilities

- Personalise individual student learning and monitor effectiveness
- Contribute to the identification of barriers to learning for individual students and provide them with a range of strategies for overcoming barriers
- Advise, guide and support students with general learning, welfare and behavioural issues with special emphasis on those students with SEMH needs
- Challenge, motivate students, promote and re-inforce self-esteem and confidence building
- Know how to obtain support and report concerns
- Be responsible for promoting and safeguarding the welfare of students
- Be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person
- Assist in the development and implementation of appropriate behaviour management strategies both across school and for individual students
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- Provide objective and accurate reports to other staff on students' achievements, progress and other relevant matters
- Be responsible for maintaining and updating records as agreed with other staff, contributing to reviews of systems/records as required
- Be responsible for managing and implementing own scheduled timetable
- Manage and assist individual students, small groups and whole classes where required
- Liaise sensitively and effectively with parents/carers with regard to their role in student achievement

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.