

## THE HOLMEWOOD SCHOOL: Higher Level Teaching Assistant (HLTA) and Careers Assistant JOB DESCRIPTION

<b>JOB TITLE</b>	Higher Level Teaching Assistant and Careers Assistant
<b>REPORTS TO</b>	Head of Sixth Form
<b>SALARY range</b>	£22,595 - 27,261 (depending on experience and qualifications)
<b>HOURS</b>	Full time
<b>START DATE</b>	Summer Term 2023

### 1. INTRODUCTION

- The purpose of this job description is to identify generic and specific individual responsibilities in order for the employee to participate at The Holmewood School, London in a full and effective way.
- This job description takes into account the contract agreed between THSL and the job holder. It relates to the professional and representative role that the job holder has within THSL.
- It will be reviewed at the beginning of each academic year (or at annual appraisal) or sooner if necessary
- The job description will be referred to by the job holder and the team leader during the Performance Management process.
- The job description is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

### 2. KNOWLEDGE AND SKILLS NEEDED

- Excellent communication and interpersonal skills.
- Excellent literacy and numeracy skills, equivalent to GCSE C grade (5) in English and Maths.
- HLTA qualification (or equivalent) or evidence of your progress towards this (including recent teaching observations).
- Proven track record that you are meeting all of the HLTA standards (see [HLTA Standards](#)).
- Knowledge of relevant teaching strategies, for example in literacy and numeracy.
- Good knowledge of the National Curriculum at KS4 and KS5.
- Knowledge of child development and student's personal development needs.
- Proven ability to work with all students, including those with the most challenging and complex behaviours.
- Flexible and willing to support in various situations throughout the school day.

### **3. CORE TASKS AND DUTIES**

- Working in partnership with teachers to deliver learning activities to whole classes or groups of students
- Covering PPA and teacher/ TA absences.
- Be responsible for a form class, completing all form tutor responsibilities.
- Using initiative to assess and evaluate student needs, and leading the delivery of learning activities.
- Taking responsibility for planning challenging learning objectives.
- Selecting and preparing appropriate resources to lead learning activities.
- Leading on specific areas of wider whole school development in line with personal interests and the needs of the school.
- Supporting transitions.
- To work with the Careers Lead to develop and deliver the Careers Programme each year.
- To work with students at THSL to help them make informed and realistic decisions about education, training and job options.
- To facilitate work related learning opportunities within the careers curriculum.
- To improve communication and strengthen relationships with outside partners, businesses and the wider community
- Support students to Keep records of the work experience and work related learning completed by each student
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- Plan and organise careers events and speakers for both academic and vocational pathways.
- Keep detailed records of interventions and information.
- Establish and maintain strong collaborative partnerships with institutions of education, organisations, local businesses and others
- Supporting students with Autism in the workplace by: 1) Helping students to face challenges that may affect their capacity to take part in learning and work opportunities. 2) Informing businesses, workplaces and colleges about the needs of those on the autism spectrum. 3) Advocating for students on the autism spectrum.

### **4. TEACHING AND LEARNING**

- Takes responsibility for planning effective teaching and learning objectives and is able to operate in challenging situations and environments.
- Evaluates and adjusts work plans as appropriate to meet pupils' needs.
- Selects and prepares appropriate resources to lead learning activities.
- Monitors, evaluates, records and provides reports on pupils' responses and progress within agreed strategies.
- Works in partnership with other adults involved in the education process and liaises with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.
- Attends and contributes to meetings with other staff, external professionals and parents regarding pupils where required.
- Organises and leads school visits and other activities outside of the classroom as appropriate.
- Follows all school policies and procedures.

## **5. WIDER SCHOOL CONTRIBUTIONS**

- Contributes to the school improvement plan by taking lead responsibility for specific areas of work or policy development that are appropriate to personal skills, knowledge and experience and the longer term aims of the school.
- Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities
- Makes appropriate use of ICT and adheres to policies relating to it, within their work in line with the school's systems of working.
- Participates in and contributes to the organisation and running of whole school events throughout the year (for students, families, staff).

## **6. STAFFING**

- May be required to line manage and mentor other staff (particularly new TAs), including responsibility for the allocation and monitoring of work, appraisal, performance management and training.

## **7. CREATIVITY AND INNOVATION**

- Monitors and is responsive to pupil learning and behaviour at all times; requires forward thinking and the use of fresh ideas to encourage pupils to learn.
- Monitors and is responsive to pupils' personal needs and communication which will require creativity and innovation when reviewing lesson plans in light of changing circumstances.
- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.
- On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour support plans by recommending changes in targets or provision to the teacher and welfare and behaviour team.
- Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.
- Participates in the design of classroom and school displays.

## **8. BEHAVIOUR AND WELFARE OF STUDENTS**

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils' behaviour becoming disruptive or dangerous.
- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises and takes action when necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.
- Make decisions regarding staffing issues relevant to the supervisory responsibilities of the teaching assistant team, in order to ensure safety.
- Have high expectations of students in all areas of school life ensuring enjoyable, positive learning.
- Follows the school behaviour policy and implements accordingly.

## 9. SAFEGUARDING

- Follows the school's policy for safeguarding of young people, and child protection.
- Role models appropriate responses to safeguarding and welfare so that other staff follow.
- Supports the diversity of our school in all aspects, and promotes this (e.g. ability levels, gender, sexual orientation, race, religion)
- Complies with the school's Health and Safety policy and carries out necessary risk assessments.

*Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.*

*Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors and telephone callers.*