



## Job Description - HLTA

<b>Job title</b>	Higher Level Teaching Assistant - Felix House School
<b>Reports to</b>	Head of School
<b>Main Purpose</b>	To support pupils and other staff
<b>Salary</b>	£23,500

**Working Time** This post requires the employee to be present during school hours and to work 8 hours a day. Part time positions will be considered.

<b>Role Specific Duties</b>	<p>To set high expectations which inspire, motivate and challenge pupils including the careful presentation of work and the care of books and equipment.</p> <p>To support pupils with their learning under the direction of teachers and management.</p> <p>To support teachers with any administrative tasks.</p> <p>To promote good progress and outcomes by pupils.</p> <p>Demonstrate good subject and curriculum knowledge.</p> <p>Prepare and present displays.</p> <p>To cover lessons in the absence of teachers</p> <p>To lead on a non core subject within the school</p> <p>To facilitate interventions 1:1 or in groups</p> <p>Take responsibility for pupils on visits, trips and out of school activities as required.</p> <p>Record and report on the learning needs, progress and achievements of pupils.</p> <p>Support pupils to develop their skills of independence, resilience and confidence.</p>
-----------------------------	--

	<p>Support the use of ICT in the curriculum.</p> <p>Administer first aid and/or medication (once trained).</p>
--	--

<b>Whole School Organisation</b>	<p>To participate in curriculum and management planning meetings, meetings with colleagues, parents and other agencies.</p> <p>Make a positive contribution to the wider life and ethos of the school.</p> <p>Work with others on curriculum and pupil development to secure improved outcomes.</p>
----------------------------------	---

<b>Health, Safety and Discipline</b>	<p>Promote the safety and wellbeing of pupils.</p> <p>Manage behaviour effectively to ensure a good and safe learning environment.</p> <p>Ensure that safe working practices are adopted in order to maintain a safe working environment for employees and pupils.</p>
<b>Professional Development</b>	<p>Take part in the school's appraisal and supervision procedures.</p> <p>Take part in further training and development in order to improve teaching and learning.</p>

<b>Communication</b>	<p>Communicate effectively with pupils, parents, and carers.</p> <p>Collaborate and work with colleagues other relevant professional within and beyond the school.</p> <p>Develop professional relationships with colleagues.</p>
<b>Personal and Professional Conduct</b>	<p>Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside the school.</p> <p>Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.</p> <p>Understand and act within the statutory frameworks.</p>

	Safeguard and promote the welfare of children and young people, following the school's policies and staff code of conduct.
--	--

<b>Qualifications and Experience</b>	Experience of working with children/young people with SEMH/SEND.
<b>Skills and Knowledge</b>	<p>Knowledge of the National Curriculum (KS2,3&amp;4).</p> <p>Knowledge of effective teaching and learning strategies.</p> <p>A good understanding of how children and those with SEMH/SEND learn.</p> <p>Ability to build effective working relationships with pupils.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Knowledge of effective behaviour management strategies.</p> <p>Good ICT skills.</p>

<b>Personal Qualities</b>	<p>A commitment to getting the best outcomes for all pupils.</p> <p>High expectations of pupils attainment.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>Flexibility and a team player approach.</p>
<p><i>The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of School. This job description may be amended at any time in consultation with the postholder.</i></p>	

<b>Review</b>	
<p>This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.</p>	
Written by the Head of School	Tracy Lambert 26/02/2024

Approved by HR Manager	
Agreed and signed by the post holder	

