

Senior Specialist HLTA Job Description

Title: Senior Specialist Higher Level Teaching Assistant

School: Malmesbury Park Primary School

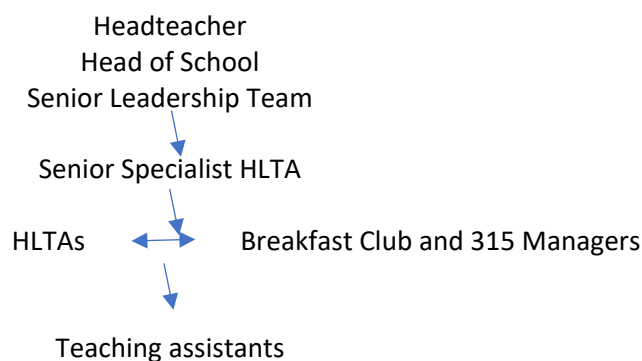
Responsible to: Headteacher & Senior Leadership Team

Grade: 7

Purpose of Post:

- To manage and develop support for teaching and learning during whole school PPA through leading a team of HLTAs and Teaching Assistants.
- To provide support for pupils, teachers and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of all pupils in all aspects of school life.

Organisation Chart:



Supervisory Management:

- Breakfast Club and 315 Manager
- 4 HLTAs
- 16 Teaching assistants

Principal Responsibilities:

1. Take a lead in developing and maintaining resources to assist in teaching through leading, supervising and co-ordinating a team of HLTAs and Teaching Assistants to provide PPA cover across the school.
2. Manage, develop and communicate with the HLTAs and Teaching Assistants team.
3. Manage the induction programme of HLTAs and Teaching Assistants.
4. Take a role in the recruitment, appraisal and training of the HLTA/Teaching Assistant team.
5. Monitor the performance and address any performance issues in the first instance when delivering PPA across the school

Teaching and Learning:

1. Plan for the teaching and learning of whole classes on a short, medium and long-term basis to ensure high quality PPA provision.
2. To ensure that all pupils access the full curriculum whilst promoting independent learning.
3. Co-ordinate the monitoring, recording and assessment of pupil progress during the PPA session, arranging and contributing to specialist assessments as required.
4. Ensure that HLTAs and Teaching Assistants maintain detailed and reliable records of individual's progress.
5. Assist HLTAs and Teaching Assistants in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
6. Develop specialist knowledge and skills in key areas identified by the Headteacher and/or Head of School.
7. To share skills with less-experienced colleagues, modelling good practice and providing demonstrations.

8. To disseminate information to HLTAs and Teaching Assistants and ensure that they are deployed effectively during PPA sessions.
9. To liaise closely with the office team to ensure that there is a broad and accessible range of after school clubs for children to be involved in.
10. To take on the role of Art Subject Leader (see Subject Leader Job Description)
11. To act as a mentor if required.

Behaviour Management:

1. Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour policy and any related policies and procedures.
2. Attend the weekly Vulnerable Child (VC) meeting contributing to discussions and taking on agreed actions.
3. Teach whole classes for agreed periods when a teacher is not present in school.
4. Provide coaching and training to HLTAs and Teaching Assistants on effective behaviour management strategies.
5. Produce break time rotas to include HLTAs and Teaching Assistants.
6. Oversee the development and implementation of Personal Management Plans for specific children across the school.
7. Work closely with the Head of School to provide support for the Midday Supervisory Assistants at lunchtimes, including lunchtime cover duty, providing training and guidance as required.

Outside Agencies:

1. Co-ordinate, initiate and develop liaison with parents, carers and outside agencies, to develop and extend the PPA provision across the school.
2. Provide reports/guidance and advice to the wider Trust as required.
3. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of pupils.

Other Duties:

1. Lead specific projects or activities within the school and wider Trust, as required. (Arts Mark)
2. Represent the HLTAs and Teaching Assistants at specific SLT meetings, contributing to management and operational decisions.
3. To be aware of and follow policies and procedures in relation to the safeguarding of pupils and to report any concerns to the Designated Safeguarding Lead.
4. To comply fully with the staff code of conduct.
5. Assist with the development of policies and procedures relating to the implementation of PPA across the school.
6. Undertake other relevant and appropriate training during contracted hours.

Please note:

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher and/or Head of School (in consultation with the postholder) to reflect the changing needs of the school. This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher and/or Head of School.

Person Specification

1.0 Qualifications		Essential	Desirable	How identified
1.1	Degree or significant experience in relevant field	✓		Qualification certificates Application form
1.2	Higher Level Teaching Assistant standard or equivalent qualification/experience	✓		
1.3	GCSE English and maths	✓		
2.0 Experience				
2.1	Specialist skills/training in curriculum or learning area	✓		Application form References Interview
2.2	Understanding of child development and learning processes	✓		
2.3	Understanding of statutory frameworks relating to teaching	✓		
2.4	Experience of working in a school for at least five years		✓	
2.5	Experience of leading and managing other staff (notably teaching assistants)	✓		
3.0 Knowledge				
3.1	Knowledge of relevant policies/codes of practice/ legislation	✓		Application form References Interview Lesson Observation
3.2	Knowledge and experience of implementing national and foundation stage curriculum and other relevant learning programmes and strategies	✓		
3.3	Knowledge and understanding of multi-agency working		✓	
4.0 Skills				
4.1	Demonstrate leadership and line management skills	✓		Application form Reference Interview Interview tasks Lesson observation
4.2	Use coaching and mentoring skills with adults and pupils	✓		
4.3	Have effective oral and written communication skills	✓		
4.4	Form effective professional relationships including team working	✓		
4.5	Have good organisational and time management skills	✓		
4.6	Have good ICT skills		✓	
4.7	Be able to plan effective activities for pupils at risk of underachieving	✓		
4.8	Be able to demonstrate the HLTA standards	✓		
4.9	Be able to work independently	✓		
4.10	Remain calm under pressure and be able to adapt to change quickly	✓		

5.0 Personal Qualities				
5.1	Adaptable	✓		Application form Reference Interview Interview tasks Lesson observation
5.2	Able to take direction and use own initiative equally well	✓		
5.3	Calm and have a positive approach	✓		
5.4	Proactive in approach to work	✓		
5.5	Discrete and maintain confidentiality	✓		
5.6	Kind, caring and sensitive to the needs of others	✓		
5.7	Able to demonstrate high expectations and standards	✓		
5.8	Resilient	✓		
5.9	Willing and able to contribute to extra-curricular activities	✓		
5.10	Committed to the whole life of the school and the wider Trust	✓		