



Job Description: High Level Teaching Assistant – HLTA

Purpose of Job: To work collaboratively with class teachers and senior leaders to plan, teach and assess an innovative curriculum to enable all pupils to achieve through high-quality teaching working within the classroom and in the community.

Responsibilities:

1. Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs based on their Individual Learning Plans (ILPs).
2. Teach whole classes as part of PPA provision according to the PPA timetable. Also, to provide short-term cover within any age group in response to teacher absence.
3. Contribute to the implementation and tracking of targets for EHCPs, ILPs and Risk Reduction Plans.
4. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
5. Provide written feedback on lessons, pupils achievements and pupil behaviour, in line with school policy on reporting and assessment.
6. Encourage and promote the inclusion and acceptance of all pupils within the classroom and the wider school context.
7. Liaise with specialist services on behalf of individual pupils, e.g. Educational Psychologists, Speech Therapists, etc.
8. Assist pupils to develop their independent self-help skills including. eating, dressing and hygiene, as required.
9. Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
10. Organise and safely manage the appropriate learning environment and resources.
11. Work with teachers in the coordination of personalised learning programmes and target setting process.
12. Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports and where required attend parent's evenings.
13. Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy. Health and Safety Policy and the School Behaviour Policy
14. When teaching whole classes, if available deploy teaching assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group
15. Attend staff briefings, specific colour or pathway meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development.
16. Lead meetings that fall within their responsibility of this post.



HELTWATE SCHOOL

Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

HLTAs in this role may also undertake some or all of the following:

1. Hold regular meetings with staff team.
2. Assist with break-time/lunchtime supervision including facilitating games and activities.
3. Plan and assist with supporting pupils on educational visits off site, ensure that such trips are appropriately risk assessed.
4. Provide advice and guidance to school staff on best practice and practical problem-solving.
5. Take responsibility for a specific area of school development plan.
6. Undertake performance management reviews for relevant staff and identify objectives and training and development needs, where required.
7. Design and deliver training for the staff as required.