|  |  |
| --- | --- |
| Job Description – Higher Level Teaching Assistant  |  |

Reporting to the Head of Lifelong Learning

Grade: Sixth Form Colleges’ Support Staff Pay Spine, Point 14-17

You will provide additional support to the Head of Lifelong Learning to enable the smooth running of the SEMH base as well as complementing teachers’ delivery of the national curriculum and contributing to the development of other support staff and students, working both independently and collaboratively with teaching staff in the whole planning cycle and the management/ preparation of resources.

**Main Responsibilities**

* Delivering learning to individuals, small groups and whole classes as and when required within agreed systems of supervision
* Preparing classrooms for lessons, including setting up lessons sourcing books and handouts for students
* Planning and delivering learning and enrichment activities, either with Teachers or independently, through specialist teaching of study strategies both on a one to one and group basis.
* Working with small groups of students or individuals needing special attention
* Developing specialist curricula in areas of interest
* Assessing students’ progress and discussing development with Teachers, parents and Carers
* Providing support to students with SEMH needs and signposting support outside of school
* Supervising student groups on excursions and at sporting events
* Completing accurate admin tasks in relation to the day to day running of the unit
* Deputise for the Head of Lifelong Learning as necessary, attending meetings with outside agencies as required.
* Undertake Initial Assessment, diagnostics and put in place action plans for literacy and numeracy needs and facilitate literacy and numeracy workshops.
* Facilitate literacy, numeracy, SEN or high value cost learning support.
* Liaise with colleagues about student concerns and needs and when appropriate provide access to specialist resources in line with emerging needs.
* Implement designated screening or assessment programmes relating to learning needs or disabilities.
* Assist with enrolment and other key days throughout the year.
* Attend regular meetings to discuss the progress of students with schools, external agencies and the wider community (Case Conference).
* Keep records of student progress and involvement including attendance at one to one, small group or class sessions. Ensure that adequate records and information of support are maintained to a high standard in accordance with Data Protection and college procedures.
* Invigilate exams for students as required
* Communicate effectively with individual learners to clarify additional support arrangements prior to the commencement of learning activities.
* Ensure learners with additional support needs are effectively supported in learning activities in the college and/or community. This may include; residential activities, day trips and holiday programmes.
* Adopt a range of strategies to enable each learner to become more independent within the classroom, college and community.
* In accordance with college procedures and training to assist with personal care needs according to the individual learners stated requirements, to include:
	+ - administration of medication; and
		- support at meal times when required.
* To form and maintain professional relationships with students and their families.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed: …………………………………………………… Date: ………………………….

|  |  |
| --- | --- |
| **Person Specification – Higher Level Teaching Assistant** |  |

**Essential**

* Hold a Level 4 HLTA qualification, or equivalent
* At least 5 GCSEs at A-C or equivalent level 2 qualifications, including English and Maths
* Experience of working with students with Social, Emotional and Mental Health Needs
* Be able to demonstrate an understanding of and empathy for learning difficulties and disabilities and have emotional resilience to work with challenging students.
* Have the ability to work on a one-to-one or group basis with young people and adults.
* Be able to demonstrate appropriate commitment to equal opportunities and inclusive learning.
* Have the ability and confidence to work with numeracy/mathematics.
* Have functional IT skills or must be willing to develop them further.
* Have an understanding of the basic principles of safeguarding
* Have the ability to work effectively as part of a team.
* Recognise the importance of confidentiality and ensure that it is maintained.
* Good note taking skills.
* Have good interpersonal, tact and diplomacy skills.
* Good organisational skills with a sensitive approach to work
* Have a good sense of humour and patience.
* Have high expectations of Students and set challenging targets.
* Be flexible in their approach to work including working hours

**Desirable**

* Degree in a relevant subject
* Experience of a teaching and learning environment.
* An interest in developing resources for individual students.
* Involvement with writing Individual Learning Plans.