

JOB DESCRIPTION: HIGHER LEVEL TEACHING ASSISTANT

Post title:	Higher Level Teaching Assistant (HLTA)
Salary:	Bucks Pay Range 4 (pro rata)
Line manager(s):	Class Teacher and Assistant Headteacher
Working hours:	34.5 hours (8.30am-4.30pm Monday & Wednesday, 8.30am-3.30pm Tuesday, Thursday & Friday)
Working weeks:	39 (term time + 5 INSET days)

PURPOSE OF JOB

The HLTA will:

- Support the Integrated Therapeutic approach in class
- Support LSA development, form and maintain positive working relationships
- Supporting the class teacher in planning for and assessing progress of pupils and communicating with families
- Supporting the school by managing a cross school area of responsibility, providing support for other schools

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Look after children who are upset or have had accidents

Supporting Integrated Therapeutic approach

- Liaise with therapists re APDR individual and group intervention planning, delivery and assessment
- Co-ordinate delivery of APDR intervention (planning, resourcing, assessment)
- Co-ordinating provision of resources to support children and families (e.g. visuals)
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

Supporting LSAs

- Develop LSAs by modelling good practice, supporting implementation of induction and subsequent training
- Providing a link between LSAs and the class teacher

Supporting the class teacher

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Contributing formally to planning, assessment and reporting learning and progress
- Providing cover for teacher absence by leading the class, maintaining routines, effective staff deployment, learning related to key priorities for children
- Being a presence in the classroom to support regulation and respond effectively to behaviours of children
- Communicating incidents, events, progress and next steps to parents

Supporting the school

- To manage resources related to an area of provision across a pathway (e.g. cookery, Bucket time, playground equipment)
- Work within a team of HLTAs to ensure consistency of provision within and between pathways
- Contribute to planning and implementation of school development priorities, supporting the measuring of impact of developments.
- Support in reach training for other schools by modelling, explaining and instruction
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

One afternoon per fortnight will be allowed to the HLTA for planning, preparation and assessment/liaison with therapists.

HLTAs are expected to attend for one hour per week outside of the school day to work with teachers planning and assessing pupils, preparing resources or attending the curriculum meeting.

Signature Line Manager: Date:

Signature Job Holder: Date: