



JOB DESCRIPTION	
Job Title	HLTA
Reporting To	Class Teacher
Line Manager Of	Teaching Assistants
Pay	NJC Pt. 20-25

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

This will involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development under the supervision and with the support of the teacher.

Additionally to be responsible for the management of Teaching Assistants including allocation and monitoring of work, appraisal and training.

Key Responsibilities

Support for Pupils:

- Deliver Life Skills curriculum
- Develop and implement My Plans ©.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Promote the inclusion and acceptance of all pupils within the classroom showing respect and dignity regardless of social, cultural, linguistic, religious and ethnic backgrounds.
- Establish productive working relationships with pupils, acting as a role model with positive values, attitudes and behaviour and setting high expectations to raise their educational achievement.
- Liaise with parents and carers, maintaining positive relationships with them, recognising the importance of information sharing and the role parents play in pupils' learning.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Support pupils consistently as lifelong learners whilst recognising and responding to their individual needs.
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Support for Teachers:

Organise and manage appropriate learning environment and resources that meet the diversity of pupils' needs and interests.

- Within an agreed system of supervision, plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate.
- Contribute effectively to the teacher's planning and target setting. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Ensure management of challenging behaviour is in line with the school's policy and procedures and follow behaviour plans of individual pupils.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.
- Attend weekly 1:1 meetings with the class teacher and work closely to ensure consistent management of the class and staff is maintained.

Support for Curriculum:

- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for School:

- Contribute to the overall ethos/work/aims of the school.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.

Please note:

This work requires emotional and physical resilience.

It involves supporting students in participation in all areas of learning, including academic studies, therapeutic specialist support, one off projects, life skills development and community-based activities.

The work does involve sitting at low tables or on the floor and may involve lifting or restraint of pupils; there is training available.

The work is in a busy and, at times, noisy environment, with intensive interactions with students with communication and interaction difficulties

Working with Special Educational Needs pupils requires a particular understanding and appreciation of the individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation.

The behaviour of such children is often extremely challenging and is therefore emotionally and physically demanding. In some cases the nature of the pupils' special need may result in staff being verbally or physically assaulted.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Safeguarding Responsibilities

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| 1. Adhere to School Safeguarding Policy and ensure the safety of students at all times |
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Leadership Responsibilities

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| <ul style="list-style-type: none">• Manage Teaching Assistants (TAs).• Liaise between managers/teaching staff and teaching assistants.• Hold regular team meetings with managed staff.• Conduct performance reviews for any TA who you line manage.• Challenge underperformance by setting SMART targets in performance management. |
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Professional Standards

Higher Level Teaching Assistant standards

PERSON SPECIFICATION	
Criteria	Essential / Desirable
Qualifications	
Higher Level Teaching Assistant standards or equivalent qualification or experience	Essential
Excellent numeracy skills- equivalent to NVQ Level 2 in English and Maths	Essential
Qualification in teaching and learning support	Desirable
HLTA qualification or willingness to complete within 12 months of starting in the role	Essential
Skills	
Ability to lead and direct the work of others, including TAs and therapists	Essential
Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT.	Desirable
Knowledge/Experience	
Good understanding of child development and learning processes Ability to relate well to children and adults	Essential
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Essential
Can use ICT effectively to support learning.	Essential
Full working knowledge of relevant policies/codes of practice legislation affecting SEND education	Essential
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of statutory frameworks relating to teaching	Essential
Ability to organise, lead and motivate a team	Essential
Constantly improve own practice/knowledge through self-evaluation and learning from others	Essential
Training in relevant learning strategies e.g. literacy	Desirable
Other	
Enhanced DBS and Children's Barred List Check.	Essential
Working hours are term time only 8:30-16:00; occasional twilight training past 16:00 will be required.	Essential
Participate in relevant training and development opportunities.	Essential

Original copies of certificates will be required prior to appointment.

Employee Name	Employee Signature