



### Job Description

<b>JOB TITLE</b>	Higher Level Teaching Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATON (ACADEMY)</b>	The St Leonards Academy
<b>GRADE:</b>	Single Status 8
<b>RESPONSIBLE TO:</b>	Assistant Principal responsible for Pupil Premium
<b>MAIN PURPOSE OF THE JOB:</b>	To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers. To work within the statutory frameworks relevant to the role.

#### KEY TASKS

1. To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved
2. To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved
3. To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme
4. To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit
5. To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour
6. To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with
7. To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
8. To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning



9. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners
10. To work collaboratively with colleagues, knowing when to seek help and advice
11. To contribute effectively to teachers' planning and preparation of lessons
12. Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour
13. To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
14. To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures
15. To support teachers in evaluating pupils' progress through a range of assessment activities and contribute to maintaining and analysing records of pupils' progress. To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
16. To monitor pupils' responses to learning tasks and modify your approach accordingly
17. To promote and support the inclusion of all pupils in the learning activities in which they are involved
18. To 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
19. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom
20. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
21. To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned
22. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning



23. To improve own practice, including through observation, evaluation and discussion with colleagues.

24. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

### **Additional Information**

- This post is subject to an Enhanced Disclosure and Barring Check (DBS)
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**



## Person Specification

Post Title: Higher Level Teaching Assistant

Grade: Single Status 8

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to contribute effectively to teachers' planning and preparation of lessons</li><li>• Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour</li><li>• Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests</li><li>• Ability to support teachers in evaluating pupils' progress through a range of assessment activities</li><li>• Ability to monitor pupils' responses to learning and modify approach accordingly</li><li>• Ability to contribute to the maintenance and analysis of records of pupils' progress</li><li>• Ability to communicate effectively and</li></ul>		<ul style="list-style-type: none"><li>• Application /Interview</li></ul>



	<p>sensitively with pupils to support their learning</p> <ul style="list-style-type: none"><li>• Ability to work collaboratively with colleagues as part of the school team</li><li>• Ability to guide the work of other adults in the learning environment</li><li>• Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning</li><li>• Ability to recognise and respond effectively to equal opportunities issues as they arise</li></ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• A qualification in English/literacy and mathematics/numeracy , equivalent to at least Level 2 of the National Qualifications Framework</li></ul>	<ul style="list-style-type: none"><li>• Achievement of the Professional Standards for Higher Level Teaching Assistants</li></ul>	<ul style="list-style-type: none"><li>• Application /Interview</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the statutory framework relevant to the HLTA role</li><li>• Specialist knowledge and experience e.g. in behaviour management, pastoral care, early years, special educational needs or individual subject areas</li></ul>		<ul style="list-style-type: none"><li>• Application /Interview</li></ul>



	<ul style="list-style-type: none"><li>• Knowledge of the legal definition of Special Educational Needs (SEN), and familiarity with the guidance about meeting SEN given in the SEN Code of Practice</li><li>• Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour</li><li>• Knowledge of the key factors that affect the way pupils learn</li></ul>		
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working as a Teaching Assistant or equivalent experience of working with children or young people</li><li>• Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a range of settings or with more than one year group</li></ul>	<ul style="list-style-type: none"><li>• Application /Interview</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• A commitment to the learning of all pupils</li><li>• A commitment to improving own practice through observation, evaluation and discussion with colleagues</li><li>• A commitment to the Education</li></ul>		<ul style="list-style-type: none"><li>• Application /Interview</li></ul>



**University of Brighton**

**Academies Trust**

	Department's Equality of Opportunities policy		
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