

Role: Higher Level Teaching Assistant
Grade: 7
Responsible to: Headteacher

Job purpose:

HLTAs complement the professional work of teachers by taking responsibility for agreed learning activities.

Key Features:

- To undertake PPA cover (up to 5 sessions per week);
 - To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children;
 - To be responsible for the management and development of a specialist area within the school and/ or line management responsibility for other classroom support staff.
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Specific Duties and Responsibilities

Support for Learners

- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.
- Take a lead role in managing and delivering pastoral support
- Manage the supervision of pupils excluded from, or not otherwise working to a normal timetable.

Support for Teacher/School

- Provide cover for the whole class in the event of short-term teacher absences and PPA time.
- Organise and manage sessions with groups of pupils in planned educational settings
- Monitor and assess individuals and groups of pupils in planned educational setting
- Provide formal feedback and reports as required on pupil achievement and progress
- Line management responsibility including the allocation and monitoring of work, holding regular team and supervision meetings with other classroom based support staff in accordance with school policies.
- Plan, prepare and deliver learning activities for individuals, groups or
- whole classes.

- Record progress and achievement systematically and provide systematically and provide evidence of range and level of progress.
- Develop and implement IEP's
- Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.
- Be a member of the management team of the school
- Manage a provision for disaffected pupils
- Lead for the whole school in specialist area and share expertise and skills with others
- Responsible for Foundation Stage pupils under the direction of a teacher as part of the early years structure.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans/worksheets etc.
- Use ICT 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, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aids/resources/equipment
- 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.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Take a lead role in the development, implementation and monitoring of systems relating to attendance, registration, truancy, pastoral systems and associated subjects.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

Standard for all jobs:

- To take a proactive role in the identification of personal and group training and developmental needs which support trust objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute promotional activities both inside and outside the trust and to assist in the production of promotional and publicity materials as required.

- To operate at all time within both the spirit and the practice of the trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
- To represent the Trust and trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive Officer, Chief Operating Officer, Trust Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the trust.

Prepared by: Laura Round, Senior HR Officer
Date: March 2023

Name of postholder:	
Signed by postholder:	
Date:	

Dudley Academies Trust

Person Specification



CRITERIA	E	D	Method of Assessment
<u>Knowledge/qualifications</u>			
HLTA Status.	✓		App form/Int
NVQ Level 3 for a Teaching Assistant or equivalent qualification related to working with children and/or young people.	✓		App form/Test
<u>Experience</u>			
Demonstrable experience of working with children of relevant age in a learning environment.	✓		App form/Int
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓		App form/Int
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓		App form/Int
Understanding of the principles of child development and learning processes.	✓		
Understanding of statutory frameworks relating to teaching.	✓		App form/Int/
<u>Skills</u>			
Ability to use relevant technology e.g., computer/ keyboard/photocopier/video.	✓		
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓		
<u>Safeguarding</u>			
Must be suitable to work with young people and vulnerable adults	✓		App form/Int
<u>Additional factors</u>			
A Knowledge of Equality & Diversity issues.	✓		App form/Int
Ability to relate well to children and adults.	✓		
Constantly improve own practice/knowledge through self-evaluation and learning from others.	✓		App form/Int

To comply with the Schools commitment to the protection and safeguarding of children.	✓		App form/Int

E = Essential D = Desirable	App Form = Application Form Int = Interview Test = Interview Test Pr = Presentation Ref = Reference MT = Micro teach Checks = Disclosure and barring service
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The Dudley Academies Trust operates a no smoking policy