

Higher Level Teaching Assistant – (HLTA)

Job Description

Responsible to: SENCO

Duties:

- To work with teachers to raise the learning and attainment of students.
- To promote student's independence, self-esteem and inclusion, in line with our Academy values.
- To give support to our students, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement.

Teaching and Learning

- 1 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 students including, where appropriate, those with special educational needs and disabilities (SEND)
- 2 Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- 3 Use effective behaviour management strategies consistently in line with the school's Personal Development policy and procedures
- 4 Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- 5 Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- 6 Observe student performance and pass observations on to the class teacher
- 7 Supervise a class if the teacher is temporarily unavailable
- 8 Cover and lead classes as and when appropriate (under supervision)
- 9 Use ICT skills to advance students learning
- 10 Undertake any other relevant duties given by the teacher

Planning

- 1 Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- 2 Read and understand lesson plans shared prior to lessons, if available
- 3 Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- 4 Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- 5 Plan how they will support the inclusion of students in the learning activities

Working with colleagues and other relevant professionals

- 1 Communicate effectively with other staff members and students, and with parents and carers under the direction of the teacher
- 2 Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- 3 With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- 4 Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist teachers
- 5 To contribute to the management of key school events, including open evenings, Parents' Evenings, school productions etc.
- 6 To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- 7 To establish clear expectations and constructive working relationships amongst staff.
- 8 To seek opportunities to promote and ensure staff wellbeing.

Miscellaneous

- 1 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the Academy's Health and Safety Policy.
- 2 To play a full part in the life of the Academy community, supporting its distinctive mission and ethos, actively promoting its policies and practices.
- 3 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.

- 4 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 5 To engage actively in the Performance Management Review process.
- 6 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 7 To undertake any other duties as may reasonably be required by your Line Manager.
- 8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

Notes:

- This job description is not necessarily a comprehensive definition of the post. It may be reviewed at any point or be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.