

## Job Title: HLTA (Higher Level Teaching Assistant)

Responsible to: Class Teacher/Head Teacher

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### Purpose:

- Group Interventions
- Class Teacher Support
- First Day Absence and some PPA Cover for Class Teachers
- Promote effective teaching and learning for pupils in all areas of the curriculum.

### Responsibilities:

- As an accredited HLTA; you will be an exemplar of good practice in terms of your own teaching and organisation
- You will work with other LSAs, teachers and leadership to build your own curriculum/subject knowledge and strive to enhance the quality of teaching and learning in the academy.

### Key Accountabilities Strategic Development

- To contribute to the discussion of the academy's aims and policies and participate in the implementation of policies, plans, targets and practices.
- take responsibility for implementing Trust policies and practices in the classroom
- contribute to the team planning and assess pupil's learning using knowledge of Trust policies, schemes of work and National Curriculum requirements for the relevant curriculum areas

### Teaching and Learning

- Contribute to pupils learning activities
- As an HLTA, you will be expected to deliver all aspects of the curriculum
- Contribute effectively to planning and preparation of lessons and undertake the HLTA role in these, including selection and preparation of pupil's learning activities
- Monitor and evaluate pupil's participation and progress through application of a range of assessment activities and provide feedback to teachers
- Use IT to advance pupil's learning and confidence
- Organise and manage safely the learning activities, the physical teaching space and resources for which you have responsibility. Leading and Managing Staff
- Work with and cooperate with relevant teaching staff to ensure the effective organisation, deployment, appraisal and development of other teaching assistants Deployment of resources
- To develop and monitor resources within the teaching area.
- organise and maintain a stimulating working environment appropriate for a range of activities
- teach pupils to take responsibility for resources and the environment
- ensure that resources are organised, tidy and readily available to promote a purposeful environment for teaching and learning to take place.

**Additional Information:** This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

## HLTA - Person specification

We would love to meet you if you fit the person specification, have a genuine passion for children and what is important to them, and have the commitment to improve every pupil's experience of school and learning.

### Competencies

- A high level of written and spoken English and excellent communication skills
- A high level of numeracy capability and confidence
- Able to work effectively and deliver learning activities to individual pupils, small groups and whole classes
- Able to contribute to a range of structured and informal teaching and learning activities
- Understand the curriculum, age related expectations and testing/assessment framework
- Understand a range of strategies and intended outcomes to establish meaningful learning, including knowledge of the SEN code of practice
- Able to recognise and respond effectively to equal opportunity issues and to support inclusion of all pupils
- Able to recognise factors which may limit a pupil's development and ability to provide motivational impetus
- Able to communicate sensitively and effectively with colleagues, parents and pupils
- Able to motivate and manage the work of adults in the classroom
- Able to coach and mentor other TAs if required
- Willing to improve own practice through observation, evaluation and discussion with colleagues
- Understand and apply the behaviour policy and procedures
- Able to plan and organise at a high level.

### Qualifications & Experience

#### **Essential:**

Post Holder must have obtained HLTA status under the national TDA scheme for HLTA assessment and have met the professional standards for HLTA.

Qualification in English/Literacy or Maths/Numeracy at NVQ level 2 or above.

Experience of advanced teaching assistant work at infant level.

#### **Desirable:**

Experience of developing pupils' learning and demonstrating progress and impact.

#### **Training and development we may offer you:**

You should demonstrate a commitment to ongoing professional development through your training to date, and future targets for improvement. Development training is available to our staff through our CPD programme. Understand and apply the behaviour policy and procedures.