

## QUEENSWAY SCHOOL

### Higher Level Teaching Assistant, (HLTA)



**Grade 8, £29,269 - £32,076 pro-rata. Actual salary: £23,469 to £25,720, pay award pending Monday-Friday, 8am-4pm (1 hour unpaid lunchbreak) = 35 Hours per week. Term time only**

**Accountable to: Head Teacher**

#### **PURPOSE OF ROLE**

To provide high quality cover during PPA, leadership release and ECT time across the school in multiple classes, as well as cover for absence. To taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.

#### **SUPPORT FOR PUPILS**

- Assess the needs of pupils and use detailed knowledge and skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement Pupil Profiles and Individual Behaviour Plans
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Assist with the implementation of the intimate care policy and meeting children's medical and health needs as requested.

#### **SUPPORT FOR TEACHERS**

- Organise and manage appropriate learning environment and resources, contributing to displays.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies.
- Provide the class teachers with objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Follow and implement the School Behaviour Policy to anticipate and manage behaviour consistently.
- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests.

#### **SUPPORT FOR THE CURRICULUM**

- Follow and implement Curriculum policies and Curriculum overview documents.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- 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

#### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Deliver out of school learning activities within guidelines established by the school
- Supervise children at playtimes in line with the duty rota as well as Repair Time rota at lunchtimes.

#### **LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE**

- Manage other teaching assistants in classes being covered/taught
- Liaise between leaders/teaching staff and teaching assistants

#### **MANAGING OWN PERFORMANCE AND DEVELOPMENT**

- Take responsibility for your own professional development and to keep up to date with research and developments in learning for the subjects you teach.
- Understand the professional responsibilities in relation to school policies and practices.
- Make a thoughtful, active and positive contribution to team meetings and INSET.
- Set the best example to the pupils you teach in your personal conduct, following the Staff Code of Conduct.
- Evaluate your own work critically and use this to improve your effectiveness.