ELEVATE MULTI ACADEMY TRUST
Keep Up Not Catch Up™

JOB DESCRIPTION

POST:	**Higher Level Teaching Assistant (HLTA)**
GRADE:	F
RESPONSIBLE TO:	Head Teacher / Senior Management Team/ SENCO/Inclusion Manager
STAFF MANAGED:	None
POST REF:	JOB FAMILY:
JOB PURPOSE:	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Supporting Learning & Development	• Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour • Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs • Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Interact with pupils in ways that support the development of their ability to think and learn, and work independently • Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence • Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes • Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison • Encourage and motivate pupils to promote independence and resilience and increase self-esteem • Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the

	pupils • Provide supervision during breaks as required
Communication	• Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
Sharing Information	• Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence • Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings • Share information about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	• Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate
Administration/Other	• Organise and manage an appropriate learning environment and resources • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements • Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls • Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations • Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor • Participate in training and appraisal
Data Protection	• To comply with the Elevate Multi Academy Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any

	additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	• Promote inclusion and acceptance of all pupils • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own and team members understanding of equality issues
Flexibility	• Elevate Multi Academy Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Elevate Multi Academy Trust Policies and Procedures
Customer Service	• Elevate Multi Academy Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • Elevate Multi Academy Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	January 2021

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PERSON SPECIFICATION

JOB TITLE: Higher Level Teaching Assistant (HLTA)

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Knowledge • Good understanding of child/young people's development and learning processes • Understanding of individual children and young peoples' needs • An understanding that children/Young people have differing needs and knowledge of inclusive practice	• Knowledge of Behaviour Management techniques • Knowledge of Child Protection and Health & Safety legislations and procedures
Experience • Significant experience of working with children in an education setting	• Experience of delivering evidence based interventions that accelerate learning • Experience in a relevant specialism e.g. Art/Music/Sport
Occupational Skills • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers	
Qualifications • Level 2 numeracy & literacy qualification or equivalent • HLTA status or QTS ** ** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class	• Appropriate first aid training (Dependent on the schools needs - insert as appropriate) • Relevant NVQ level 4 or foundation degree
Personal Qualities	

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
• Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise discretion and judgement • Confidentiality • Flexibility	• Creativity
Other Requirements • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • Enhanced DBS • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	