



# JOB DESCRIPTION

## Higher Level Teaching Assistant

### REPORTS TO

Assistant Headteacher

### GRADE

6

### JOB PURPOSE

Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including monitoring and assessment, recording and reporting on pupil achievement, progress and development.

### MAIN RESPONSIBILITIES

#### Support to Pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- 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.

#### Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

### **Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- 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 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.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To be a designated first aider.

### **OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

### **EQUAL OPPORTUNITIES**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

### **HEALTH AND SAFETY**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

### **SAFEGUARDING**

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

| PERFORMANCE STANDARDS FRAMEWORK<br>COMPETENCIES ESSENTIAL TO BASIC<br>PERFORMANCE OF THE ROLE | ESSENTIAL | DESIRABLE | ASSESSMENT<br>A – Application Form<br>I – Interview<br>T - Test |
|---|-----------|-----------|---|
| <b>EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS</b>  |           |           |   |
| Educated to Degree Level  | ✓         |           | Application   |
| NVQ 2 or equivalent in teaching assistance or experience.                                     | ✓         |           | Application   |
| HLTA status   | ✓         |           | Application   |
| Willingness to participate in further continued professional development                      |           | ✓         | Application   |
| <b>KNOWLEDGE AND EXPERIENCE</b>   |           |           |   |
| Recent experience of working in a school  | ✓         |           | Application   |
| Experience of working as a teacher, teaching assistant or HLTA                                | ✓         |           | Application   |
| Planning, preparing and delivering learning activities to groups and classes                  | ✓         |           | Test  |
| Experience of a range of positive behaviour management strategies                             |           | ✓         | Interview   |
| Assessing, recording and reporting on development and learning progress.                      |           | ✓         | Test  |
| <b>SKILLS AND ABILITIES</b>   |           |           |   |
| Prioritise and manage time effectively  | ✓         |           | Interview   |
| Demonstrate good organisational skills  | ✓         |           | Application   |
| Use ICT knowledge and skills in the learning environment.                                     | ✓         |           | Application   |
| Confidence & ability to use initiative  |           | ✓         | Interview   |
| Ability to contribute to a range of structured and informal teaching and learning activities  | ✓         |           | Interview   |
| <b>ATTRIBUTES AND QUALITIES</b>   |           |           |   |
| Adaptable, calm and have a positive approach  | ✓         |           | Interview   |
| Pro-active in their approach to work  | ✓         |           | Interview   |
| Discrete and maintain confidentiality   | ✓         |           | Interview   |
| Resilient   | ✓         |           | Interview   |
| Committed to the whole life of the Trust  | ✓         |           | Interview   |
| Work constructively as part of a team   | ✓         |           | Interview   |
| <b>COMMUNICATION</b>  |           |           |   |
| Communicate/interact with children and adults in a friendly and professional manner           | ✓         |           | Interview   |
| Communicate effectively, both verbally and in writing   | ✓         |           | Interview   |