# **Broadbent Fold**

## Primary School and Nursery

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## Headteacher: Mrs C Parker

**HLTA JOB DESCRIPTION**

**Post Title: Higher Level Teaching Assistant**

**Grade: F (PT 17 - 22)**

**Reporting to: Headteacher**

**Purpose of the job**

* To complement teachers’ delivery of the national curriculum.
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
* To supervise whole classes during the short-term absence of teachers and cover PPA weekly for selected classes
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
* To encourage pupils to become independent learners, to provide support for their welfare
* To support the inclusion of pupils in all aspects of school life

**Main Duties**

**Planning**

1. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans to cover PPA and to support pupil premium children with targeted support.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

**Teaching and Learning**

1. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA.
2. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour
3. Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
4. Be familiar with lesson plans, SEND targets and learning objectives.
5. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
6. Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
7. Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
8. In accordance with arrangements made by the Headteacher, progress pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
9. Organise and safely manage the appropriate learning environment and resources.
10. Promote and reinforce pupils’ self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
11. Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
12. Support the role of parents in pupils’ learning and contribute to meeting with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

1. With teachers evaluate pupils’ progress through a range of assessment activities.
2. Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement in line with the school’s marking policy
4. To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

**Behavioural and Pastoral**

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement school child protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
4. Provide support and assistance for pupils’ pastoral needs.
5. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information
6. Supervise pupils at times other than during lessons according to the schools duty arrangements.

**Other**

1. Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which is in the scope of the post.
2. At all times carry out duties with due regard to the school’s Health and Safety policy.

To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies