# Roman Hill Primary School

# JOB DESCRIPTION

# Higher Level Teaching Assistant

Grade: 4

Line Manager: Cover Co-ordinator

## LEVEL DESCRIPTION

Higher Level Teaching Assistants are expected to carry out ‘specified work’ from the Education (Specified Work and Registration) (England) Regulations 2003.

In order to work as a HLTA, it is desirable that post holders hold qualified HLTA status, measured against a national framework of standards.

The post holder must have the ability to work with the whole class and will be expected to have considerable expertise.

Although duties involve the interpretation of recognised procedures or guidelines, post holders will be expected to use considerable initiative and contribute to planning over the short and medium term.

The work will involve responding independently to unexpected problems and situations. The post holder has access to a line manager for advice and guidance on unusual or difficult problems.

**DUTIES AT THIS LEVEL**

### Support for pupils and the teacher

As detailed in The Education (Specified Work and Registration) (England) Regulations 2003 (see Time for Standards -DfES), carry out 'specified work', subject to a number of conditions, as set out in paragraph 10 of Schedule 2 of the Regulations, (see page 9 of Time for Standards) in order to release a teacher with whom you work regularly and where you are familiar with the work of the class:

* planning and preparing lessons for pupils under the supervision/direction of a qualified teacher;
* delivering lessons to pupils;
* assessing the development, progress and attainment of pupils;
* reporting on the development, progress and attainment of pupils;
* marking books using school marking policy.

'Pupils' includes work with individual pupils as well as groups and whole class.

### General support for pupils

* Undertake a range of more specialised tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
* Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
* As appropriate, look after sick/upset pupils and attend to physical needs
* Undertake first aid

### Support for the teacher

* Maintain and collate records of pupil needs and progress
* Assist teaching staff to ensure that the aims and objectives of the school are achieved

### Support for the curriculum

* Undertake tasks to support the curriculum and assist with events organised as part of the curriculum e.g. organise and schedule pupils' annual review meetings
* Support implementation of Government initiatives under the direction of the teacher

### Support for the school

* Attend and contribute to SEN and other review meetings if required by the Head Teacher and where appropriate, disseminate information to other Teaching Assistants
* Attend and contribute to school Professional development days and staff meetings as required

**Safeguarding**

* Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

# PERSON SPECIFICATION

| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance** |
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| **Knowledge:** | | |
| Technical or specialist | * Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/ examination frameworks in the subjects and age ranges in which they are involved. * Understanding of their specialist area to support pupils’ learning and ability to acquire further knowledge to contribute effectively and with confidence to classes in which they are involved. * Understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understanding of the place of these in the related teaching programme. * Knowledge of how to use ICT to advance pupils’ learning, and ability to use common ICT tools for own and pupils’ benefits * Knowledge of the key factors that can affect the way pupils learn * Awareness of the statutory frameworks relevant to their role. * Knowledge of the legal definition of Special Education Needs and familiarity with the guidance about meeting SEN given in the SEN Code of Practice. * Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour. * Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties * Knowledge and use of a range of equipment * Basic knowledge of first aid * Recognised competence in literacy and/or numeracy * Experience of contributing to lesson planning, in conjunction with the teacher | * HLTA status or Teaching Qualification * Experience of planning, preparing and delivering lessons, in accordance with Education (Specified Work and Registration) (England) Regulations 2003 * Broad awareness and understanding of medical conditions such as asthma, epilepsy etc * Awareness of health and safety procedures * Experience of one to one support, where appropriate * NVQ3, or equivalent in related area |
| Literacy and numeracy | * GCSE English and Maths at Grade C or above (or equivalent). * Ability to support teachers in evaluating pupils’ progress through a range of assessment activities. * Contribute to maintaining and analysing records of pupils’ progress. * Ability to read and understand school policies and procedures relevant to area of work * Ability to complete reports e.g. incident report form, behaviour diary, progress report etc |  |
| School environment | * Knowledge of school policies and procedures * Awareness of safeguarding issues, risks and procedures | * Awareness and understanding of relevant government initiatives * Good knowledge and understanding of the school's structure |
| **Mental Skills:** | | |
| Research | * Assist teacher with information gathering and resources as appropriate |  |
| Problem solving | * Ability to recognise and resolve complex problems, referring unusual or difficult problems to class teacher or other adult |  |
| Thinking creatively / Developing new ideas | * Ability to contribute effectively to teachers’ planning and preparation of lessons. This includes short and medium-term planning. * Work within a framework set by the teacher, planning their role in lessons including how to provide feedback to pupils & colleagues on pupil’s learning and behaviour. * Contribute effectively to the selection and preparation of teaching materials that meet the diversity of pupils’ needs and interests * Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures. * Able to adapt support given to pupils depending on age and/or ability * Assist teacher in creating a positive learning environment * Creative ways of learning/making learning interesting |  |
| **Interpersonal & Communications Skills:** | | |
| Caring skills | * Sensitivity to pupils’ needs * Ability to promote and support the inclusion of all pupils in the learning activities in which they are involved. * Ability to recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures. | * Understanding or experience of adopting a trauma-informed approach to working with children |
| Advising / guiding skills | * Ability to support teachers in evaluating pupils’ progress through a range of assessment activities. * Monitoring pupils’ responses to learning tasks and modify their approach accordingly. * Monitor pupils’ participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn * Using clearly structured teaching and learning activities to interest and motivate pupils, and advance their learning. * Ability to advance pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present. * Ability, where relevant, to guide the work of other adults supporting teaching and learning in the classroom. * Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility. * Advising and guiding pupils on the best way to handle situations, under the teacher’s direction * Encouraging pupils to participate in or complete tasks * Ability to conciliate between pupil in playground or classroom disputes * Providing advice and guidance to Teaching Assistants on procedures and policies | * Providing information, advice and guidance to other Teaching Assistants and possibly supply teachers, or parent helpers etc. |
| Verbal and written communications skills  (including use of languages) | * Effective communication skills and sensitivity with pupils to support learning * Ability to use behaviour management strategies, in line with the school’s policy and procedures, which contribute to a purposeful learning environment. * Ability to communicate effectively and sensitively with pupils to support their learning. * Ability to communicate clearly and explain sometimes complex information to colleagues, and on occasion parents, with due regard for confidentiality, and under the direction of the teacher * Ability to encourage participation and give feedback to pupils * Ability to maintain appropriate level of confidentiality * Attending and contributing to review and other meetings, as appropriate |  |
| **Physical skills:** | | |
| Keyboard skills / use of mouse | * Ability to use ICT to advance pupils’ learning |  |
| Other manual skills | * Help pupils to use tools and equipment as required to support learning |  |
| **Other attributes:** | | |
| Level of autonomy | * Although work is covered by set policies and procedures, HLTAs must be able to manage own work * Able to work with small groups of pupils when carrying out specific tasks or on field trips etc * Able to supervise larger numbers of pupils when on duty break/lunchtime * Able to make decisions on when to refer queries/problems to teaching staff or line manager |  |