



## Higher Level Teaching Assistant (HLTA)

Salary / grade range	Grade H - SCP 12 to 22
Location	Swinton
Reports to	Head of Department
Working Hours	36 hours per week, Term-time plus 6 days Unpaid lunch break of 35 mins each day during the school lunchtime

### Purpose of role:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

### Key accountabilities (and specific duties / responsibilities):

- Plan, prepare and deliver specified learning activities/sessions to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- To assist and support intervention strategies in KS3 and KS4 for all ability levels.
- To support the progress of students at different stages of achievement.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- To safeguard and promote the safety, well-being and welfare of the students.
- To contribute to raising student attainment.



## Additional Responsibilities:

- Teaching Assistants in this role may also undertake some or all of the following:
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide short- term cover supervision of classes
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Invigilate exams and tests
- Be responsible for the presentation of displays.

## General:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students



## Health & Safety Responsibilities:

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- To use protective clothing or equipment as may be provided.
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To co-operate with the headteacher in the fulfilment of the objectives of the academy's Health and Safety policies



## Person Specification

Personal attributes required (based on job description):	
<b>Attributes</b>	All attributes are essential, unless indicated below as 'desirable'
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Higher Level Teaching Assistant qualification (either achieved or working towards formal recognition of competence against HLTA standards)</li><li>• Grade C or higher in English and Mathematics at GCSE level or equivalent</li><li>• Relevant A Level qualification</li><li>• A postgraduate qualification</li></ul>	Desirable Desirable
<b>Experience</b> <ul style="list-style-type: none"><li>• A variety of support teaching experience</li><li>• Collaborating with teachers to prepare and plan lessons'</li><li>• Supporting teachers in evaluation progress using a range of assessment techniques</li><li>• Effective assessment record keeping</li><li>• Clear and effective communication with students and parents</li><li>• Working cooperatively with colleagues in teams</li><li>• Enthusiating, motivating and promoting opportunities for student achievement</li><li>• Involvement in extracurricular activities</li><li>• Support teaching within 11 – 19 age range</li><li>• Being proactive and contributing to the general development of the school</li><li>• Portfolio to demonstrate experience</li><li>• Successful classroom management, organisation and teaching</li></ul>	Desirable Desirable



<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"><li>• Know how to use ICT to support professional activities</li><li>• Working knowledge of behaviour management</li><li>• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people and an expectation of colleagues to do the same</li><li>• National Curriculum programmes of study in Mathematics and/or English</li><li>• Awareness of the relevant exam board specification for the relevant subject</li></ul>	<p>Desirable</p> <p>Desirable</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>• Enjoy working with children</li><li>• The ability to build good relationships with children and adults</li><li>• Patience and a sense of humour</li><li>• Flexibility and creativity</li><li>• Resilient</li><li>• Commitment to professional development</li><li>• Commitment to the principles of comprehensive education</li><li>• Ability to work proactively and independently using own initiative</li></ul>	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.