

JOB TITLE: Higher Level Teaching Assistant

MANAGED BY: Designated Teacher, Headteacher and Board of Trustees

SUPERVISORY RESPONSIBILITY:

All HLTAs must uphold the professional standards of personal, professional conduct at all times, ensuring honesty, and integrity prevails in every situation. HLTAs must maintain appropriate professional boundaries and respect the unique position of trust as a HLTA at all times.

PURPOSE OF JOB

- To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom.
- To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

MAIN DUTIES

- To cover for teachers PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
- Maximise the use of ICT in the learning process
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Undertake duties of a HLTA as specified within the academy
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
- To provide feedback to pupils in relation to progress and achievement

- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
- Manage records, information and data producing analysis and reports

Specific Responsibilities

- Take a lead role in the implementation of policies and procedures linked to the role
- Provide individual support to SEN pupils as and when required
- To cover first aid and playground duty when required
- To manage and be responsible for the management of stock levels and regular audit of resources
- To assist in running a lunch time club, if required and not teaching for the full day
- To undertake school visits as required e.g. school visits

General Accountabilities

- To understand and apply Waycroft MAT policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant MAT meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety and safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the MAT's Equality and Diversity Policy
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Line Manager/Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Name of Employee: _____

Signed: _____ Date: _____

Signed by Line Manager/Headteacher: _____ Date: _____