Job Description

KEY INFORMATION	
Post title:	Higher Level Teaching Assistant
Grade:	
Responsible to:	Head of Centre
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

MAIN DUTIES AND RESPONSIBILITIES	
1	Work with individual students, small groups and whole classes as agreed with the Head of Centre, to deliver agreed learning activities and interventions
2	Assess and evaluate students' needs and lead the delivery of learning activities by application of specific skills, knowledge and experience
3	Take responsibility for planning challenging teaching and learning objectives. Evaluate and adjust work plans as appropriate to meet students' needs
4	Select and prepare appropriate resources to support learning activities
5	Monitor, evaluate, record and provide reports on students' responses and progress within agreed strategies
6	Work in partnership with other staff involved in the education process and liaise with external professionals in relation to specific areas of responsibility, including establishing links where necessary
7	Attend and contribute to meetings with other staff, external professionals and parents/carers regarding students
8	Contribute to the centre's improvement plan by taking lead responsibility for specific areas of work that are appropriate to skills, knowledge and experience, as identified by the Head of Centre
9	Organise and lead school visits and other activities outside of the classroom
10	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 cooperatively with others

11	Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for their child's attendance, access and learning, and supporting home to school and community links
12	Contribute towards Annual Reviews for children with EHC Plans

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Five GCSEs at grade C/4 or above, or equivalent qualifications, including maths and English
2	HLTA status or QTS/QTLS
3	*Relevant NVQ level 4 or foundation degree, or higher qualification (desirable)*
Experience	
1	Significant experience of working with children in an education setting
2	Experience of working in multi-disciplinary teams
3	Experience of planning and delivering intervention programmes for children with SEMH needs
4	Experience of delivering evidence based interventions that accelerate learning
Skills/Knowledge/Abilities	
1	Knowledge of relevant training strategies e.g. literacy, numeracy, KS3 etc.
2	Good IT skills and the ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific systems
3	Knowledge of the national curriculum
4	Knowledge of normal child development and children's personal development needs
5	Knowledge of the implications of common SEND for students and their families
6	Knowledge of developmental progression in the emotional curriculum
7	Knowledge of strategies which promote good behaviour and discipline
Personal Attributes	
1	Good communication skills, both written and verbal, with the ability to communicate effectively to a range of stakeholders including students, parents/carers, staff and external agencies
2	Able to work well under pressure and manage competing deadlines
3	A reflective practitioner, with the ability to self-evaluate learning needs and actively seek learning opportunities
4	Ability to work successfully alone and as part of a team

5	Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures and after undergoing appropriate training
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check