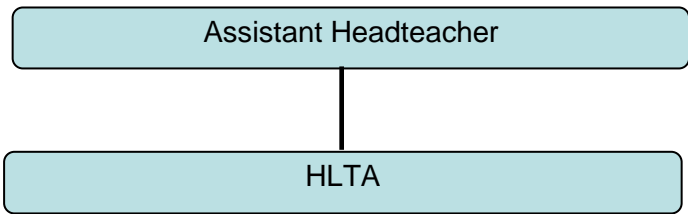




Hamilton School
Job description

Role	Higher Level Teaching Assistant (Interventions)		Reports to	SLT
Grade	Grade 5, SP12 (Fulltime £22,183. Actual from £18,761)		Hours of work	37 hours per week, term time only, plus 5 INSET days
Purpose	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and to support, consolidation and develop the learning of students in specific subject areas, namely providing intervention support for literacy and numeracy for identified students, either 1:1 or in small groups. This will be done in accordance with school policies and government initiatives in the pursuit of high standards of student achievement and the promotion of their wellbeing.			
Scope	Main contacts: students, staff, parents, Local Authority and other external agencies	Staff responsibilities: No	Financial accountability: None	
Accountabilities	To complement the professional work of teachers by: <ol style="list-style-type: none">1. Planning, preparing and delivering appropriately challenging learning activities for individuals, groups or whole classes under the direction of a named member of the teaching staff.2. Producing and modifying schemes of work, lesson plans, resources etc to meet particular students' needs under the direction of a named member of the teaching staff.3. Monitoring, assessing, recording and reporting students' attainment and progress and providing objective and formative feedback under the direction of a named member of the teaching staff.4. Contributing to the identification and execution of appropriate out-of-school learning or other intervention activities that consolidate and extend work carried out in class; supporting students' attendance at alternative provision courses, including possibly transporting students in school vehicles to ensure students are able to attend.5. Supporting the school's delivery of literacy, numeracy and basic skills6. Using ICT effectively to support learning activities and develop students' competence and independence and safety in its use7. Advising on appropriate deployment and use of specialist aid/resources/equipment.8. Working within the school discipline policy to anticipate and manage behaviour constructively and promote independence.9. Developing, implementing and reviewing provision plans and contributing to Annual reviews as appropriate.10. Supporting parents and contributing to/leading meetings with parents to provide constructive feedback on student progress/achievement etc.11. Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.12. Complying and assisting with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities, and data protection.13. Contributing to the overall ethos/work/aims of the school.			

	14. To carry out such other associated duties as are reasonably assigned by the Headteacher
Personal Attributes	<ul style="list-style-type: none"> • Higher Level Teaching Assistant standards or equivalent qualification or experience • Level 2 or equivalent in English and Maths is essential • Knowledge of National Curriculum • Training in relevant learning strategies e.g. literacy strategy • Specialist skills/training in curriculum or learning area e.g. sign language, ICT, EAL • The ability to plan, organise and lead high quality learning activities for individuals and small groups, particularly those with learning needs (under the direction of a named teacher) • The ability to foster a calm and purposeful learning environment and manage behaviour positively • Good understanding of child development and learning processes • Good questioning and observation skills • Knowledge of the standard of work expected from students and the ability to contribute to the assessment of their work • Ability to work well with others and independently • Ability to organise, lead and motivate a team • Ability to work with a range of different professionals • Ability to use ICT effectively to support learning • Excellent communication and interpersonal skills • Show respect of student and staff confidentiality at all times • Understanding of the expected outcomes of individual activities the length of time allocated to the task • Desire to constantly improve own practice /knowledge through self-evaluation and learning from others • Flexible approach to working and commitment to ongoing service and personal development • Calm under pressure, adaptable and energetic • A caring and positive attitude • Good listener and sensitive to students' needs • A sense of responsibility • A good sense of humour • Ability to use own initiative • Manual, full clean driving licence
Organisational Chart	 <pre> graph TD A[Assistant Headteacher] --- B[HLTA] </pre>

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check

Signed: _____

Date: _____

Postholder