



JOB DESCRIPTION: Higher Level Teaching Assistant

RESPONSIBLE TO: Headteacher and Governing Body

All HLTA post holders should hold qualified HLTA status (or equivalent) or be committed to achieving Level 4 status within an agreed timescale.

MAIN PURPOSE OF THE JOB:

- ❖ To complement the professional work of teachers by taking responsibility for agreed activities across the school or designated cohort.
- ❖ To plan, prepare and deliver learning activities for individuals and groups; monitor and assess pupils, recording and reporting on pupils' achievement, progress and development with the support of the teacher.
- ❖ To be responsible for the line management of Additional Needs Support Assistants including the allocation and monitoring of work, appraisal and training.

KEY RESPONSIBILITIES:

Support For Pupils

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

- Deliver learning activities during any period where the teacher is absent from class.
- Develop and implement plans for individual pupils.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- Promote independence and employ strategies to enable pupils to become as independent in their learning and self-care as possible.
- Provide feedback to students in relation to progress and achievement.
- Promote the inclusion and acceptance of all students within the classroom showing respect and dignity regardless of social, cultural, linguistic, religious and ethnic backgrounds.
- Establish productive working relationships with pupils, acting as a role model with positive values, attitudes and behaviour and setting high expectations to raise their educational achievement.
- Liaise with families, maintaining positive relationships with them, recognising the importance of information sharing and the role families play in pupils' learning.
- Where appropriate, liaise with external professional colleagues, sharing knowledge and information to develop wider understanding of the specific needs of individual pupils.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Support pupils consistently, recognising and responding to their individual needs.
- Liaise, when appropriate, with parents / carers in cases such as illness, mishaps, incidents etc. Ensure that communications are recorded on CPOMS.

Support for Teachers

- Organise and manage appropriate learning environments and resources that meet the diversity of pupils' needs and interests.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate.
- Contribute effectively to the teacher's planning and target setting. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Design appropriate resources to ensure learning environment are effective and agreed strategies and approaches are consistently employed.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within the agreed behaviour support policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Ensure management of behaviours of concern is in line with the school's policy and procedures and follow behaviour plans of individual pupils.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Work closely with the class teacher to ensure consistent management of the class and staff is maintained.
- Direct the work of support assistants in supporting learning and development.

Support for the Curriculum

- 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.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, stage of development and physical limitations.
- Advise on appropriate deployment and use of specialist aids/resources/equipment.

GENERAL

HLTAs should:

- actively contribute to and promote the overall ethos and values of Millstead School.
- maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff colleagues, external agencies and any other visitors to the school.
- maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- act as ambassadors for the school within the local community and beyond, ensuring that the values and ethos of Millstead School are promoted and upheld at all times.
- undertake any other reasonable tasks and responsibilities as requested by the Headteacher which fall within the scope of the post.

These responsibilities may be reviewed at any time with due consultation and will be reviewed as part of ongoing review of staffing and responsibility structures in keeping with the changing needs of the school.