**Job title:** Higher Level Teaching Assistant (HLTA)

**Salary:** Scale 5

Hours: 8:15-4:15- Monday- Friday, Term time.

Contract type: Fixed Term

Reporting to: Deputy Headteacher - Inclusion

***Higher Learning Assistant:***

**Main purpose**

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

**Duties and responsibilities**

**Teaching & Learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND), English as an Additional Language (EAL) and Pupil Premium (PP)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher
* To cover and lead class teaching (under supervision) as and when appropriate
* Direct the work, where relevant, of other adults in supporting learning

**Planning**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons
* Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities

**PERSON SPECIFICATION**

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| criteria | qualities |
| **Qualifications and Training** | * NVQ level 2/ equivalent qualification
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| Experience | * Experience of working with children under the age of 11 in an educational setting
* Experience of supporting children with a range of special educational needs
* Experience of communicating with a wide range of people from different backgrounds
* Experience of record keeping
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| Knowledge, and Understanding  | * NVQ level 2/ equivalent qualification and an NVQ Level 3 or currently studying NVQ level 3/ equivalent qualification.
* Understanding of the educational welfare and social needs of children
* Working knowledge of implementing Individual Provision Plans
* Basic knowledge of ICT to effectively support the pupils (or willingness to train)
* Understanding of the issues around safeguarding and behaviour in a school setting
* A knowledge of some of the emotional, behavioural and social difficulties that may create added barriers to learning
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| Skills and abilities | * An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
* The ability to develop an understanding of the educational, welfare and social needs of pupils
* Proven written and oral communication skills
* Numeracy and literacy skills to effectively support the pupils
* The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team
* The ability to work with a range of professionals from external agencies
* The ability to remain calm in challenging situations and to ask for help when needed
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| Commitment | * A commitment to uphold the school’s vision, values and staff code of conduct
* A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
* A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
* A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required
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