



## Job Description

<b>Role</b>	<b>Higher Level Teaching Assistant Interventions</b>	<b>School/Department</b>	Hamilton School
<b>Grade</b>	Grade 5, spinal points 12 to 17	<b>Reports to</b>	Headteacher
<b>Job evaluation code</b>	HAM011	<b>Date of evaluation</b>	April 2022
<b>Purpose</b>	<p>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.</p> <p>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.</p>		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Students, staff, parents, Local Authority and other external agencies	None	None
<b>Key accountabilities</b>			
<b>Main duties and responsibilities</b>	<p>To complement the professional work of teachers by:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Supporting the school's delivery of literacy, numeracy, and basic skills</li> <li>• Using ICT effectively to support learning activities and develop students' competence and independence and safety in its use</li> <li>• Advising on appropriate deployment and use of specialist aid/resources/equipment.</li> <li>• Working within the school discipline policy to anticipate and manage behaviour constructively and promote independence.</li> <li>• Developing, implementing, and reviewing provision plans and contributing to Annual reviews as appropriate.</li> <li>• Supporting parents and contributing to/leading meetings with parents to provide constructive feedback on student progress/achievement etc.</li> <li>• Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.</li> <li>• Complying and assisting with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities, and data protection.</li> <li>• Contributing to the overall ethos/work/aims of the school.</li> <li>• To carry out such other associated duties as are reasonably assigned by the Headteacher</li> </ul>		



<b>Other requirements and responsibilities</b>	Enhanced Level DBS required
<b>Structure chart</b>	<div><div>Headteacher</div><div>HLTA - Interventions</div></div>



## Person Specification

<b>Role</b>	<b>Higher Level Teaching Assistant - Interventions</b>	<b>School/Department</b>	<b>Hamilton School</b>
<b>Grade</b>	<b>Grade 5</b>	<b>Job evaluation code</b>	<b>HAM011</b>
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>Level 2 or equivalent in English and Maths</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of National Curriculum</li> <li>Training in relevant learning strategies e.g., literacy strategy</li> <li>Specialist skills/training in curriculum or learning area e.g., sign language, ICT, EAL</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>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)</li> <li>The ability to foster a calm and purposeful learning environment and manage behaviour positively</li> <li>Good understanding of child development and learning processes</li> <li>Good questioning and observation skills</li> <li>Knowledge of the standard of work expected from students and the ability to contribute to the assessment of their work</li> <li>Ability to work well with others and independently</li> <li>Ability to organise, lead and motivate a team</li> <li>Ability to work with a range of different professionals</li> <li>Ability to use ICT effectively to support learning</li> <li>Excellent communication and interpersonal skills</li> <li>Show respect of student and staff confidentiality at all times</li> <li>Understanding of the expected outcomes of individual activities the length of time allocated to the task</li> <li>Desire to constantly improve own practice /knowledge through self-evaluation and learning from others</li> <li>Flexible approach to working and commitment to ongoing service and personal development</li> <li>Calm under pressure, adaptable and energetic</li> <li>A caring and positive attitude</li> <li>Good listener and sensitive to students' needs</li> <li>A sense of responsibility</li> <li>Ability to use own initiative</li> <li>Manual, full clean driving licence</li> </ul>		
<b>Requirements specific to the role</b>	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

<b>Signed:</b> Post holder	
<b>Date:</b>	