

<b>POST TITLE:</b> Higher Level Teaching Assistant	<b>GRADE 6</b>
<b>RESPONSIBLE TO:</b> Headteacher	

This job description is based on [professional standards for higher level teaching assistants](#):

**Responsible for** No direct reports

**Purpose of role:**

The HLTA will:

- 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 or as a whole class, so they can access the curriculum, take part in learning and experience a sense of achievement.

**Principle Accountabilities**

**Teaching and 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)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures 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
- To cover and lead class teaching (under supervision) as and when appropriate
- Use ICT skills to advance student's learning
- Undertake any other relevant duties given by the class teacher
- Administer and assess routine tests and invigilate exams/tests.
- Deliver local and national learning strategies e.g. literacy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

**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
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities.

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils/children they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health and safety**

- Promote the safety and pupils, and help to safeguard student's wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after pupils who are upset or have had accidents
- Undertake planned supervision of pupils out of normal lesson times, including lunchtimes.
- Supervise pupils on visits, trips and out of school activities
- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual pupils needs and circumstances are known and met through the care and education provided.

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Data Protection and Safeguarding:**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all pupils are protected from potential harm

**General:**

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Higher Level Teaching Assistant (HLTA)</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Good standard of education (5 x GCSE’s – English and Maths C or above )	<b>E</b>
Attainment of the Higher Level Teaching Assistant standards or qualified teaching status	<b>D</b>
Qualified first aider	<b>D</b>
<b>Experience</b>	

Evidence of suitability to work with children and young people	<b>E</b>
Experience of applying a range of strategies to support pupils in the classroom with the minimum of supervision	<b>E</b>
Experience of planning and leading teaching and learning activities (under supervision) <b>relevant within a primary school setting.</b>	<b>E</b>
Minimum 2 years recent relevant experience supporting pupils in the classroom with additional needs	<b>D</b>
Contributing to pupil reviews and reports e.g. PSP, EHC plans etc.	<b>D</b>
Understanding of principles of child development and learning processes and in particular, barriers to learning	<b>E</b>
Understanding of classroom roles and responsibilities and your position within these	<b>E</b>
<b>Behaviours</b>	
Operates with integrity	<b>E</b>
Committed to continuous professional development	<b>E</b>
Committed to a collaborative team approach	<b>E</b>
	<b>E</b>
<b>Skills</b>	
Knowledge of how to successfully lead learning activities for a group or class of pupils	<b>E</b>
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to age and ability ranges of the learners they support	<b>E</b>
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	<b>E</b>
Natural communicator with the ability to relate well to both pupils and adults	<b>E</b>
Understanding of statutory frameworks relating to teaching.	<b>E</b>
Ability to self-evaluate learning needs and actively seek learning opportunities including those with additional needs.	<b>E</b>
Ability to plan and implement effective actions for pupils with risk of underachieving	<b>E</b>
Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.	<b>E</b>