



Job Description

Post Title	Salary	Reviewed
Higher Level Teaching Assistant	BG 9	January 2023

Managed by: The Class Teacher

Responsible for: Learning Support Assistants as specified

Job Purpose

In collaboration with class teachers and other support staff plan, prepare and deliver elements of learning to pupils on a one to one, small group or class basis to make a strong contribution to pupils' learning and achievement. Assist in the monitoring and assessment of pupils learning and provide development for other support staff in specific areas of expertise.

Key Job Outcomes

Planning & Expectations

- Make an effective contribution to teachers' planning and preparation of lessons by agreeing learning objectives, helping to draft lesson plans and preparing lesson materials.
- Plan lessons within the framework provided by the teacher.
- Give pupils and colleagues feedback on pupils' learning and behaviour and take this into account when planning future interventions.
- Select and prepare appropriate teaching resources that meet the diversity of pupils' needs and interests.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

Teaching and Learning Activities

- Work with classroom teachers to support the learning of pupils through a range of activities, using specific expertise expected at an HLTA level and in collaboration with other support workers such as Learning Mentors, ELSA's, Speech and Language Therapists and Learning Support Assistants.
- Understand and use clearly structured teaching and learning activities, which interest

and motivate pupils and advance their learning.

- Support teachers in raising attainment in timetabled or targeted lessons by leading on delivery of whole lessons or elements of a lesson under the general direction of the class teacher.
- Use effective and sensitive communication with pupils, which supports their learning.
- Contribute to developing and delivering pastoral support to pupils through a range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all pupils.
- Employ behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Be responsible for advancing pupil's learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- On an ad hoc basis, take the lead in the classroom in the absence of the class teacher, using the teacher's schemes of work and resources and under the direction of the Head of Key Stage/ Head of School.
- Develop a specialist area of expertise related to learning and curriculum development and support the development of practice amongst support staff within the classroom.
- Challenge stereotyped views, bullying or harassment by following the school's policies and procedures.
- Under the general direction of the Head of School, contribute to the development, deployment and evaluation of the effectiveness of support staff across the school and contribute to the development of whole school policies to ensure the effective deployment of support staff in the school.

Monitoring and Assessment

- Contribute to the planning, monitoring and assessment cycle for pupils, providing systematic assessment feedback to teachers, keeping records and contributing to the writing of pupils Individual Education Plans.
- Support teachers in evaluating pupils' progress through a range of assessment activities to help identify gaps in learning and differentiate teaching within the classroom to meet individual needs.
- Monitor pupils' participation and progress, provide feedback to teachers and give constructive support to pupils as they learn.

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trusts Health and Safety Policy and departmental codes of practice.

- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.