



## Higher Level Teaching Assistant - Job Description

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA)
<b>Pay Scale:</b>	GLPC Scale 5/6 (Outer London) Surrey Pay Scale PS6
<b>Reports to:</b>	Principal
<b>Main purpose of the post:</b> To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.	
<b>Employment Duties:</b> This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
<b>Key Tasks and Activities:</b> <b>Planning:</b> <ul style="list-style-type: none"> <li>Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.</li> <li>Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.</li> <li>Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.</li> </ul> <b>Teaching and Learning:</b> <ul style="list-style-type: none"> <li>Within an agreed system of supervision and within a predetermined lesson framework, teach whole classes.</li> <li>Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.</li> <li>Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.</li> <li>Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.</li> <li>Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others</li> <li>In accordance with arrangements made by the Principal, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.</li> <li>Organise and safely manage the appropriate learning environment and resources.</li> </ul>	



## Higher Level Teaching Assistant - Job Description

- Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first languages.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

### **Monitoring and Assessment;**

- Alongside teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

### **Behavioural and Pastoral:**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

### **Other:**

- To work within the schools Equality Scheme and contribute to diversity policies and programmes in relation to discriminatory behaviour.



## Higher Level Teaching Assistant - Job Description

<ul style="list-style-type: none"> <li>To promote the safeguarding of children</li> <li>To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.</li> <li>To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner</li> <li>To undertake other duties appropriate to the post that may reasonably be required from time to time</li> <li>Any other duties required by the class teacher, Vice Principal, or the Principal, which is within the scope of this post.</li> </ul>	
<b>General Information:</b>	
Equality of Opportunity	<ul style="list-style-type: none"> <li>As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any manager of the school.</li> <li>Participating in the ongoing development, implementation and monitoring of the school development plan.</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>
<b>Key Skills and Competencies:</b> <b>Essential:</b> <ul style="list-style-type: none"> <li>Meet HLTA standards or equivalent qualification or experience.</li> <li>Training in relevant teaching strategies e.g. whole class reading (E)</li> <li>A minimum of two years' experience of working with children in an education setting.</li> <li>Understanding of behaviour management strategies.</li> <li>Understanding of Safeguarding Procedures</li> <li>Effective oral and written communication skills.</li> <li>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</li> <li>Good organisational and time management skills.</li> <li>Sound IT skills to support learning and maintain electronic information systems.</li> <li>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&amp;L.</li> </ul> <b>Desired:</b> <ul style="list-style-type: none"> <li>Knowledge of the requirements of the programmes of study for English and Maths and the National Curriculum.</li> </ul>	



## Higher Level Teaching Assistant - Job Description

- Able to form and maintain appropriate professional relationships and boundaries with children and young people.
- Ability and willingness to work constructively as part of a team
- Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
- Ability to deal with sensitive information in a confidential manner.
- Ability to provide a good role model to young pupils.
- Ability to work in partnership with parents and teachers.
- Ability to use own initiative and work flexibly.
- Willingness to attend school training sessions.
- Empathy with young people facing barriers to their learning.
- A commitment to helping young pupils achieve, through education and learning.

Agreed by: ..... Date .....

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.