

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Higher Level Teaching Assistant (HLTA)	<b><u>Grade:</u></b> F (points 14 – 19)
<b><u>Job Family:</u></b> Educational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a HLTA, you will complement teachers’ delivery of the curriculum and contribute to the development of other support staff, pupils and academy policies and strategies. You will work collaboratively with teaching staff and assist them in the whole planning cycle and the management/preparation of resources. You will supervise whole classes during the short-term absence of teachers. You will provide support to pupils, teachers and the academy in order to raise standards of achievement for all, by utilising your advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes and to encourage pupils to become independent learners. You will provide support for pupil welfare and support the inclusion of pupils in all aspects of academy life.</p>	
<p><b><u>Main Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. You will plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/plans.</li> <li>2. You will develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.</li> <li>3. You will contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with academy policies and procedures.</li> <li>4. You will teach whole classes covering PPA, within an agreed system of supervision and within a pre-determined lesson framework.</li> <li>5. You will provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour to teachers and pupils.</li> <li>6. You will motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.</li> <li>7. You will be familiar with lesson plans, individual learning passports and learning objectives.</li> <li>8. You will be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>9. You will provide personalised intervention packages for pupils to support cognition and learning, speech language and communication, social, emotional and mental health and sensory and physical needs.</li> <li>10. You will promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.</li> <li>11. You will use behaviour management strategies in line with the academy’s behaviour policy to contribute to a purposeful learning environment and encourages pupils to interact and work cooperatively with others.</li> <li>12. You will progress pupils’ learning in a range of classroom settings, in accordance with arrangements made by the Principal/Head of Academy including working with individuals, small groups and whole classes where the assigned teacher is not present.</li> <li>13. You will organise and safely manage the appropriate learning environment and resources.</li> <li>14. You will promote and reinforce student self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.</li> <li>15. You will assist the teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with English as an additional language.</li> <li>16. You will support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.</li> </ol>	

17. You will work with teachers, to evaluate pupils' progress through a range of assessment activities.
18. You will assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
19. You will monitor student participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
20. You will 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.
21. You will provide support for pupils' pastoral needs, including acting as a key worker for a number of pupils with SEND.
22. You will provide physical support and maintain personal equipment used by pupils at the academy.
23. You will 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.
24. You will supervise pupils at times other than during lessons according to the academy's duty arrangements.
25. You will support teaching staff and pupils on visits, trips and out of school activities as required.
26. You will assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

### **General**

27. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
28. You will participate in training and other learning activities and performance development as required.
29. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
30. You will ensure strict confidentiality in all areas of work.
31. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
32. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
33. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
34. You will always comply with the Trust's policies and procedures.
35. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- GCSE grade C/4 or above, or equivalent, in Maths and English (C)
- A recognised and relevant vocational qualification (NVQ3) as well as having or working towards the Higher-Level Teaching Assistant qualification and/or equivalent proven practical work experience (C/A/I/R)
- Awareness of specialist curriculum area, and proven practical application in a similar environment (A/I/R)
- Previous experience of working effectively with young people preferably in a school setting (A/I/R)
- Supervisory experience (A/I/R)
- Basic knowledge of ICT (C/A)
- Experience of implementing national curriculum and relevant strategies (A/I/R)

- Working knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (A/I/R)
- Good communication skills both oral and written (A/I/R)
- Can use ICT effectively to support learning (A/I/R)
- Ability to build positive relationships with all stakeholders (A/I/R)
- Ability to work constructively as part of a team (A/I/R)

#### **Desirable**

- Emergency First Aid or First Aid at Work qualification (C/A)
- Understanding of local and national teaching strategies e.g., literacy (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

#### **Behaviours**

- Proactive
- Organised
- Effective
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

#### **Contacts and Relationships:**

**Managers** - in daily contact with Principal/Head of Academy/Senior leaders within the academy

**Support Staff** – in daily contact with support staff who are involved in classroom support, administration, cover management, site supervision, cleaning, catering and health and safety.

**Trust Staff** – in occasional contact with wider Education team (e.g., Directors of Learning, Subject Directors, Executive Leaders)

**External** – in daily contact with parents/carers, as required

#### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.