



Job Description for Higher Level Teaching Assistant (HLTA)

Post Title: HLTA

Grade: 6 (SCP15-22)

Reports to: Headteacher/Deputy Headteacher/Class Teacher

Main Purpose

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, enabling access to learning for all pupils and assistance and support in classroom management techniques.

Under the direction and guidance of a teacher, support the delivery of specialist support and take a supporting lead role in addressing the needs of pupils who require help to overcome barriers to learning.

Deliver learning programmes and support individual pupils, small groups (and whole classes during short term absence of teachers).

Job Profile

Support for Pupils

- To work with all ages of pupils within the school as designated by the Senior Leadership Team
- To work with groups of children under the supervision of the teacher including the implementation and the delivery of programmes of work and interventions
- Establish good relationships with pupils, taking on a role model by presenting a positive personal image and responding appropriately to individual needs
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Individual Education Plans if required
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Lead interventions to support individual and groups of children
- Lead whole class learning in the absence of the teacher or when covering PPA/planned teacher absence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Attend to children's personal needs, which may include minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters

Support for the Teacher

- Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher
- Establish and maintain an appropriate learning environment
- Be responsible for keeping and updating records, information and data, producing analysis and reports in an agreed format with the teacher
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertake objective and accurate feedback, monitoring and evaluation of work, marking of pupils' work to predetermined expectations/criteria and accurately record achievement/progress
- Administer and assess routine tests, invigilate exams/tests and accurately record achievement and progress
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with school policy
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings within directed hours)
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with establish school policy
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Support the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Teach classes to cover PPA and management release time
- Prepare classrooms for lessons and clearing away afterwards, and provide minimal clerical support.

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning needs
- Support the delivery of English/Maths programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of Computing in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Contribute to the development of lesson/work plans
- Provide curriculum/resource support and undertake programmes including those linked to local and national learning strategies

Support for the School

- Be aware of and comply with school policies and procedures, relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). Complete CPOMS and follow up in line with the School's Safeguarding Policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Provide cover supervision in the absence of a teacher
- Provide PPA cover for the class following plans provided by the classteacher
- Ensure strategic processes are complied with in order to overcome barriers to learning, e.g. behaviour management strategies
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role other professionals
- Attend relevant meetings as required
- Participate in training, including INSET days, and other learning activities as required
- Establish own best practice and use to support others
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Set a good example in terms of dress, punctuality and attendance
- Maintain strong positive behaviour management in line with Schools behaviour policy and procedures

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.