

Job Profile – Teaching and Learning

Job Title *Higher Level Teaching Assistant*

Job Role **Teaching and Learning Support**

Level of Duties **Level 4 HLTA**

Job Purpose

1. To plan, prepare, deliver and assess learning for whole classes, groups or individuals to enrich curriculum learning in the absence of the teacher.

Support to Pupils

1. Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners
2. To set and ensure high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds
3. To assess the needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs
4. To support the implementation of IEPs in conjunction with the teacher and SENCO
5. To promote independence and employ strategies to recognise and reward achievement within established school procedures
6. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities
7. To provide feedback to pupils on their progress and achievement

Support for Teachers

1. To act as role model for good pupil behaviour and promoting positive values and attitude.
2. To liaise sensitively and effectively with parents and carers, supporting their role in pupils' learning and attend meetings with parents to provide constructive feedback on pupil progress and achievement
3. Use teaching and learning objectives to produce challenging learning outcomes and lesson plans, etc.. within the agreed system of supervision
4. To deliver learning activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs. This will involve individual, group and whole class work, working independently of the class teacher
5. Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies, against pre-determined learning outcomes

6. To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence
7. Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme
8. To be responsible for systematic recording of pupils' progress and achievement in lessons, providing evidence of range and level of progress and achievement
9. To be responsible for the planning, mounting and displaying of pupils' work in the classroom and at whole school level, contributing to learning outcomes
10. To organise and manage safely, learning activities, the learning environment and resources for which responsibility has been given
11. To select and prepare resources necessary to lead / support learning activities, taking account of pupils' interests, language and cultural backgrounds
12. To administer and assess / mark routine primary tests and invigilate tests / examinations as required

Support for the School

1. To comply with and assist with development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
2. To contribute to the overall work and ethos of the school
3. To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
4. To develop appropriate multi-agency approaches to supporting pupils
5. To attend and participate in meetings as required
6. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others
7. To provide appropriate guidance supervision and assist in the development and training of staff as appropriate
8. To supervise pupils out of lesson time
9. To guide and develop the work of other adults supporting teaching and learning in the classroom

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information