



JOB DESCRIPTION

Job Title: **HLTA Higher Level Teaching Assistant**

Scale: SCP 12-19

Responsible to: Deputy Headteacher

Job Purpose: To manage and deliver whole class cover and individual/small group support

Specific Responsibilities:

- Regularly manage and deliver individual/small group support (using areas of expertise) planned independently.
- Under the direction of teaching colleagues and the SLT provide cover when the teacher is away from the classroom for meetings, training etc.
- Assist the SENCo in the management of systems that support pupils with additional needs.
- Contribute to CSPD of less experienced staff.
- Be an integral part of the whole school team, contributing to overall aims and working within agreed policies and procedures.
- Pupil Premium coaches – act as champions for the pupil premium pupils supporting their learning and progress.
- To teach groups of pupils across the school age and ability range as directed.
- To provide a rich, high quality, stimulating and enabling learning environment, where resources can be accessed appropriately by all pupils.
- To ensure that each pupil has access to a broad, balanced and relevant curriculum differentiated to meet individual needs.
- To use creative and diverse teaching approaches to meet the needs of all pupils and to develop a love of learning.
- To set exciting tasks relating to 'real life' experiences for small group and self-initiated, exploratory learning.
- To promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy.
- Make effective use of ICT to enhance teaching and learning.
- To assess and record pupil progress, attainment and achievement regularly in accordance with the school systems.
- To use assessment data to set appropriately challenging curriculum and IEP targets.
- To write reports using the prescribed school format as required.
- To work co-operatively respecting and valuing contributions from all members of the team.
- To work in partnership with parents and carers to promote learning and well-being and to assist them to support their child's learning at home.
- To communicate effectively with the team around the child when necessary to ensure that each pupil receives the best possible service.
- To participate in the agreed Framework for Appraisal.
- To take responsibility for your own personal and professional development.
- To contribute to the professional development of others.
- To contribute to school improvement.
- To take responsibility within the role of class teacher for the health and safety of pupils, self and colleagues, ensuring safe working practices and procedures.
- To promote general tidiness, correct storage and usage of equipment around the school, especially in respect of shared areas.

- To be committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- To be familiar with and promote all school policies.
- To play a full and active role in the wider school community.
- To promote the school's policy on inclusion, equal opportunities and diversity.
- To maintain respect and confidentiality in all matters in accordance with school policy.
- To undertake any other duties of a similar level and responsibility as may be required by the Headteacher.

B. SPECIFIC DUTIES

Support for Pupils

- Provide high quality cover for classes when the teacher is absent.
- Foster positive relationships with pupils.
- Develop a knowledge and understanding of additional needs in order to support and integrate students with:
 - Cognition and learning difficulties
 - Communication and interaction difficulties
 - Behavioural, emotional and social difficulties
 - Sensory and/or physical impairment
 - English as an additional language
- Deliver high quality support/teaching to pupil premium pupils during learning activities, including the development of language, literacy and numeracy.
- Promote pupil well-being by encouraging relationships based on mutual respect and by developing self-reliance and self-esteem.

Support for Teachers

- Effectively deliver planned lessons and provide short term emergency, and planned cover.
- Use initiative and professional judgement in relation to pupil learning, operating independently within agreed framework.
- Provide support for staff by sharing own knowledge and expertise.
- Prepare differentiated resources for individual pupils/small groups.
- Contribute to planning, monitoring and assessment.
- Assist in preparing and maintaining the learning environment.
- Provide support for use of ICT.
- Provide support with collating information for the Pupil Premium Profiles.

Support for the School

- Develop effective working relationships with teachers and other professionals.
- Contribute to development of team working, especially in relation to classroom management.

- Encourage positive pupil behaviour and implement agreed behaviour management policies.
- Have good knowledge of the Code of Practice/ECM/Child Protection/Safeguarding and confidentiality and Pupil Premium issues/policies.
- Liaise with parents/carers and external agencies, as directed by the SENCo.
- Develop own knowledge and practice through continuing professional development.

AND IN ADDITION

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties.
- The post holder will have access to highly confidential and sensitive information during the course of their duties and must maintain the confidentiality and security of such information at all times.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
[https://www.gov.uk/government/collections/dbs-filtering-guidance`](https://www.gov.uk/government/collections/dbs-filtering-guidance)

NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

We will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

	Essential	Desirable
Qualifications	<p>Maths and English GCSE grade A-C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent (supporting teaching and learning).</p> <p>HLTA status (or in the process of working towards this).</p>	<p>Teaching Qualification and/or experience</p> <p>TA Foundation Degree.</p>
Experience	Recent and relevant experience of working as a Teaching Assistant at Level 3 in a school, including large groups and on occasions whole class.	<p>Recent and relevant experience of working with children who have SEND.</p> <p>Recent and relevant experience of working with children across the primary age range, including whole class cover.</p> <p>An understanding of the SEND Code of Practice.</p>
Knowledge and Understanding	<p>Have an excellent knowledge and understanding of:</p> <ul style="list-style-type: none"> A range of frameworks that support the education, development and well-being of children in the Key Stages, National Strategies and assessment, school improvement, Ofsted Framework etc Child Protection, Health and Safety procedures and their application in a school setting A creative and connected curriculum The importance of developing positive relationships with parents The importance of developing positive links between school and all its stakeholders The importance of developing close links between school and the wider community Effective teaching and learning styles How the curriculum supports the ethos and values of the school 	
Skills and Attitudes	<p>You will be able to demonstrate:</p> <ul style="list-style-type: none"> An understanding of child-centred learning An excellent understanding and working knowledge of the Key Stages Curriculum A commitment to accelerating pupil progress and reaching challenging targets An ability to motivate and inspire children An ability to foster excellent relationships with parents and carers An ability to prepare and present parenting classes and workshops An ability to encourage independent learning An ability to create an effective, stimulating and visual learning environment Excellent personal relationships within a team Effective communication (both orally and in writing) to a variety of audiences 	<p>In addition you might also be able to demonstrate:</p> <ul style="list-style-type: none"> A commitment to providing extra-curricular activities A willingness to lead and co-ordinate an area of the school.

	<ul style="list-style-type: none"> • An ability to use ICT confidently to enhance children's learning and embed cross-curricular learning • A commitment to be involved in the whole life of the school 	
Community	<p>You will be able to demonstrate:</p> <ul style="list-style-type: none"> • An understanding of the school's role in the community and the importance of home school liaison • An ability to establish and maintain positive relationships with parents 	<p>In addition, you might also be able to demonstrate:</p> <ul style="list-style-type: none"> • Experience of working with the wider community
Personal Characteristics	<p>You will be able to demonstrate:</p> <ul style="list-style-type: none"> • A love of learning and a commitment to providing an inclusive educational experience for all pupils • An ability to integrate children with special needs into the life of the class, planning for their progress and creating opportunities for them to thrive • Commitment and a hard-working ethos • An ability to work as part of a team • Good organisational skills and the capacity to work under pressure 	<p>In addition, the successful applicant might also be able to demonstrate:</p> <ul style="list-style-type: none"> • Specialist subject skills