



## Higher Level Teaching Assistant

Job Description	
Job Title:	HLTA
Pay Scale:	Support staff range 5/6 (scale points 11-20) Surrey Scale PS6 points 1-6
Reports to:	Principal / Vice Principal
<p><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.</p> <p><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.</p> <p><b>Key Tasks and Activities:</b></p> <p><u>Planning</u></p> <ol style="list-style-type: none"> <li>1. 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>2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.</li> <li>3. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.</li> </ol> <p><u>Teaching and Learning</u></p> <ol style="list-style-type: none"> <li>4. Within an agreed system of supervision and within a predetermined lesson framework, teach whole classes.</li> <li>5. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.</li> <li>6. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.</li> <li>7. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.</li> </ol>	

8. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
9. 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
10. In accordance with arrangements made by the Headteacher, 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.
11. Organise and safely manage the appropriate learning environment and resources.
12. Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
13. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first languages.
14. 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

15. With teachers, evaluate pupils' progress through a range of assessment activities.
16. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
17. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
18. 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.
19. Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.
20. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
21. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
22. 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

23. 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.
24. Understand and implement school child protection procedures and comply with legal responsibilities.
25. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.

26. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
27. Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
28. 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.
29. 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.

To undertake any other duties as may reasonably be directed by the Principal or Vice Principal.

General Information:

Equality of Opportunity	<p>As a staff member of LEO Academy Trust you will-</p> <ul style="list-style-type: none"> <li>• Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>• Treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>• Be aware of the Trust's responsibilities under the Data Protection Act 1984 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>• Carry out any other duties as reasonably required.</li> <li>• Participate 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>• Be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>

Agreed by: .....

Date: .....

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO/ Director of Education to reflect or anticipate changes in the job commensurate with the grade and job title.

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



<p>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for teaching and learning.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Ability to provide a good role model to young pupils.</p> <p>Ability to work in partnership with parents and teachers.</p> <p>Ability to use your own initiative and work flexibly.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p>
<p><b>General Circumstances</b></p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p> <p>Willingness to attend school training sessions.</p> <p>Empathy with young people facing barriers to their learning.</p> <p>A commitment to helping young pupils achieve, through education and learning.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>