Job Description – HLTA

|  |  |
| --- | --- |
| Post Title: | Higher Level Teaching Assistant |
| Reporting to: | Head of school/Executive Headteacher |
| Job Summary: | To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes across the Federation under the direction of a qualified teacher. This may involve planning, preparing, and delivering activities for whole classes and monitoring pupils and assessing, recording and reporting on pupil’s achievement, progress and development.  |
| Significant Key Responsibilities: | * Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary across the Federation..
* Assess, record and report on development, progress and attainment of learners
* Provide pastoral care to pupils
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of direction from the teacher.
* Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning
* To report on pupil achievements and adjust their work as necessary.
* To feedback the achievements of pupils to colleagues through the agreed monitoring systems.
* Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
* Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
* Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
* Contribute to the development of policies and procedures
* Provide short- term cover of classes
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Liaise with external agencies on a regular basis
* Be responsible for the preparation, maintenance and control of stocks of materials
* Contributes to the teacher’s planning, teaching and assessment of the curriculum - daily
 |
| **Health, safety and discipline** | * Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Contribute to overall ethos/work/aims of the Federation.
* Contribute to the identification and running of appropriate out of school learning activities which consolidate and extend work carried out in class.
* Supervise or manage the work and development of other classroom support staff
* Enable pupils’ access to the planned curriculum and meets personal and social needs.
 |

|  |  |
| --- | --- |
| **Professional development** | * Take part in the Federation’s appraisal procedures
* Take part in further training and development in order to improve own practice
* Take part in the appraisal and professional development of other support staff
* Develop effective professional relationships with colleagues
 |
| **Personal and professional conduct** | * Uphold public trust and maintain high standards of ethics and behaviour, within and outside the Federation.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the HLTA frameworks setting out their professional duties and responsibilities
 |
| **Line Management** | To undertake line management responsibilities where appropriate including:Manage other Teaching AssistantsLiaise between Teaching staff and Teaching AssistantsHold regular team meetings with managed staffRepresent Teaching Assistants at teaching staff/management/other appropriate meetings* Undertake recruitment/induction/appraisal/training/mentoring for other Teaching Assistants
* To consider timetable arrangements, and when appropriate, be responsible for arranging cover when Teaching Assistants are absent.
 |

Person Specification for HLTA

|  |  |  |  |
| --- | --- | --- | --- |
| Attributes | Relevant Criteria | How Identified | Rank |
| Qualifications | GCSE English and Maths, grade C or above. Willing to work towards and attain HLTA award or equivalent. | Application form and interview. | Essential |
| Relevant Experience | Successful recent experience of working with children of a relevant age in learning development | Application form and interview. | Essential |
|  | Experience of working with children.  | Application form and interview. | Essential |
| Experience of whole class cover. | Application form, lesson and interview. | Essential |
| Experience of delivering intervention sessions | Application form and interview. | Desirable |
| General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. | Application form and interview. | Desirable |
| Previous experience of teaching whole classes | Application form and interview. | Desirable |
| Awareness of relevant policies, codes of practice and legislation, including safeguarding | Application form and interview. | Desirable |
| Education and Training | Have knowledge of safeguarding guidelines and practices | Application form and interview. | Essential |
|  | Demonstrate the HLTA standards | Application form and interview. | Desirable |
| General and Specific Knowledge of Skills | Ability to self-evaluate learning needs and actively seek learning opportunities | Application form and interview. | Essential |
|  | Remain calm under pressure and be able to adapt to change quickly | Application form and interview. | Essential |
| Work independently | Application form and interview. | Essential |
| Develop their knowledge through the evaluation of their own learning needs | Application form and interview. | Essential |
| Plan effective activities for pupils at risk of underachieving | Application form and interview. | Essential |
| Demonstrate positive values, attitudes and behaviour | Application form and interview. | Essential |
| -Demonstrate a commitment to collaborative & cooperative working | Application form and interview. | Essential |