



Brackenhill Primary School

Job Description

HLTA (Higher Level Teaching Assistant) with SEND responsibilities

PRIME OBJECTIVES OF THE POST:

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 short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Responsible for the management and development of a specialist area within the school and/or line management, training and appraisal of other support staff, students on work experience, trainees and voluntary helpers with whom the post holder is working.

SUPERVISION AND GUIDANCE:

Responsible to the Head/Senior member of staff, but is expected to seek guidance from appropriate sources.

RANGE OF DECISION MAKING:

To make decisions using own initiative where appropriate within established working practices and procedures. The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individual, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- To be responsible for the care of all equipment and materials, within the classroom/designated area of the school in conjunction with other members of staff.
- The provision, use and storage of equipment and materials prepared by the postholder and used by the children with whom the postholder is working.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

Teaching Duties:

- To prepare, plan and teach whole classes or small groups with specific SEND/SEMH needs within the Primary School age range.
- To enthusiastically promote our positive vision.
- To work within the curriculum and organisational policies of the school.
- To support teachers to create and maintain an excellent, positive and inclusive learning environment.
- To work with and manage classroom support staff as part of the classroom team.
- To carry out recording and monitoring of pupils' achievements, and the maintenance of records.
- To carry out risk assessments with ancillary staff as appropriate to specific activities.
- To show a positive response to change and an enthusiasm to take initiative.
- To take an active enthusiastic attitude to appraisal and be accountable for cohort targets.
- To appropriately adapt teaching to meet the needs of all children in the class or group.
- To liaise with parents and communicate relevant information concerning their children.

- To attend staff meetings and parent consultation evenings where required.
- To be committed to supporting staff and taking pupils on educational visits.
- To take shared responsibility for the effective delivery of the relevant assessment test for the class or group.
- Assist and provide suggestions on the implementation of Educational Health and Care Plans, Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations, employ strategies to recognise and reward achievement of self-reliance whilst promoting self-esteem. Encourage pupils to act independently, working co-operatively and interacting with others.
- In liaison with the class teacher, will establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of pupils.

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Develop and implement IEPs
- Support pupils consistently whilst recognising and responding to their individual needs
- Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school
- Must be willing to undertake training for and perform fire marshal duties
- To provide intimate care for pupils

SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. English, Maths, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Deliver out of school learning activities within guidelines established by the school
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Provide First Aid across the whole school.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage other teaching assistants
- Liaise between managers / teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

EQUAL OPPORTUNITY

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve

Signed.....

Dated.....