



## **JOB DESCRIPTION**

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA) Supervisory
<b>Salary:</b>	TPAT Point 9
<b>Responsible to:</b>	Headteacher, SLT, Teaching Staff & SENCO
<b>Direct Supervisory Responsibility for:</b>	Teaching Assistants
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

### **Main Purpose of the Job:**

- To take a pro-active role as a key member of a multi-disciplinary team in the support of pupils, teachers, the curriculum and the school.
- To support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system of supervision.

### **Main Duties and Responsibilities:**

#### **Support for Teachers**

- To assist the teacher in the planning of work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned;
- As agreed with the teacher; produce lesson plans, worksheets, deliver learning activities, administer and invigilate examinations, observe, assess and mark, whilst promoting independent learning and making adjustments in accordance with pupils' needs;
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision;
- To monitor and evaluate pupils' progress and understanding of learning activities on an ongoing basis, ensuring that pupils' responses and attainments during the course of learning activities are systematically recorded in accordance with the agreed monitoring processes;
- To provide detailed feedback to teachers with regard to pupils' progress and responses to learning activities and to produce reports on pupils' progress and achievements as required;
- To meet with teachers, co-ordinators and SENCOs on a regular basis to review the provision of teaching support, discuss any updates in the curriculum/teaching activities and to consider the progress of individual pupils (including identification of any special support).

#### **Support for the Curriculum**

- To deliver local and national learning strategies (eg: literacy, numeracy, KS3, foundation stage etc) and assist individuals and groups of pupils in developing knowledge, skills and attitudes as defined by the

curriculum. To take into account the learning support involved to aid the pupils to learn as effectively as possible;

- To remain aware and up-to-date with the school curriculum, the age-related expectations of pupils, the recognised teaching methods and the assessment frameworks for the subjects and age ranges in which they are involved;
- To encourage the use of ICT and advance pupils' knowledge of ICT during the lesson;
- To develop and update IEPs. To assess, monitor and record pupils' progress through IEPs, and make appropriate alterations to IEPs in order to ensure pupils' progress;
- To be responsible for organising and managing teaching equipment, materials and other resources required to support the delivery of curriculum activities and giving consideration to specialist teaching aids.

#### **Support for Pupils**

- To build and maintain relationships that encourage pupils to interact and work co-operatively with others, promote independence, encourage social integration and individual development. Employ strategies which recognise and reward pupils' reinforcing pupils' self-esteem and to engage all pupils in learning activities;
- To assess, monitor and record pupils' progress, achievement, health, behaviour and general wellbeing and feedback any information to the teacher or Headteacher and as appropriate liaise with parents and carers;
- To contribute to the development of multi-agency approaches to supporting pupils;
- To supervise and manage pupils' behaviour promoting self-control and independence in accordance with the recognised behavioural standards and the school's established Discipline Policy ensuring an orderly and constructive environment for the class.

#### **Management Duties**

- To supervise and manage a team of teaching assistants ensuring the highest standards of teaching support are maintained within the school;
- Supervisory and management duties will include: -
  - providing advice and guidance to promote improvements in current practice;
  - providing induction and job familiarisation training for new staff;
  - undertaking appraisals and training needs analyses with teaching assistants to ensure continued self-development of staff and updated skills;
  - liaising with teachers and co-ordinators with regard to devising appropriate work programmes for Teaching Assistants;
- To supervise and manage pupils' behaviour promoting self-control and independence in accordance with the recognised behavioural standards and the school's established Discipline Policy ensuring an orderly and constructive environment for the class;
- To act as a mentor to teaching assistants in the development of teaching support skills and to transfer specialist expertise and skills;
- To hold regular team meetings ensuring effective communications for teaching support staff;
- To manage the deployment and recruitment of teaching support staff in consultation with teaching staff, heads of department and the school senior management team;
- To represent teaching support staff at school senior management meetings.

#### **Support for the School**

- To assist with lunch and break time supervision of pupils on a rota basis in accordance with the school's procedures for playground supervision;
- To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines;

- To administer minor first aid and medically prescribed drugs if trained as per procedure;
- To carry out administrative tasks associated with all of the above duties.

#### **General / Other**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.