

Job Description: Higher Level Teaching Assistant

Post Title:	Higher Level Teaching Assistant
Core Purpose:	<p>The HLTA will</p> <ul style="list-style-type: none"> • Complement the teachers’ delivery of the National Curriculum, and supporting pupils with Special Educational Needs, by taking responsibility for agreed learning activities under an agreed system of supervision. Contribute to the development of other support staff, pupils and school policies and strategies • Undertake specified timetabled teaching duties (approximately 50%) as agreed with the Head teacher. This will involve planning, delivering and assessing learning activities for individuals/groups and whole classes during timetabled PPA/short-term absence of teachers. • Work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. • Provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, More Able, Underachieving groups), by utilising the advanced levels of knowledge and skills (as set out in the HLTA standards, Best Practice Network) • Encourage pupils to become independent learners, through monitoring assessing, recording and reporting on their achievement and progress in a constructive and positive manner. • Provide support for pupil wellbeing including first aid when needed. • Be responsible for the management of other scale 4 teaching assistants (up to 8 staff)
Core Duties & Responsibilities	<p>Planning</p> <ul style="list-style-type: none"> • Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans. • Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need. • Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools’ policies and procedures. • Check the availability, location and working condition of safety equipment in the learning environment.

- Report shortages of learning materials / safety equipment to the teacher.
- Check the condition of learning resources, materials and safety equipment after use.
- Bring any damage or losses to learning resources/material / safety equipment to the attention of the teacher as soon as practicable.
- To put up displays of children's work.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Deliver specific Special Education Needs / Disability interventions to pupils e.g. Rapid Reading/Speech and Language, adjusting activities according to the pupils' responses/needs.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers, pupils and parents / carers.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Support the teaching of literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, pupils' targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use positive 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 co-operatively with others.
- In accordance with arrangements made by the head teacher, 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.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

- Welcome and integrate newly arrived children with EAL into our school.
- Assist teachers identify children needing SEN / EAL support on entry into school by conducting individual assessments.
- Assist teachers with the writing of individual learning programmes for identified pupils.
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
- Support the role of parents / carers 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

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress (Completing basic records accurately electronically and when needed legibly with the details specified by the teacher [e.g. word check, colour check, checking spelling tests, complete basic reading records, IEP targets]).
- 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.
- Administer and mark tests and invigilate tests/exams
- Support the teaching staff with reporting pupils' progress and achievements at parents' open evening/day.
- Comply with the school requirements for storage and security of pupil records at all times.
- Make sure that information for the school office is collected and passed on promptly as possible.
- Maintain confidentiality according to organisational and legal requirements
- Ensure detailed records of I.E.P. targets and pupils' progress and kept up to

date and available for SENCO/class-teacher.

Support for the school

- 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.
- Understand and implement the schools policies and procedures relating to child protection, health and safety, confidentially and data protection, and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- 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.
- Supervise pupils, teaching assistants and midday supervisors in the playground and plan and organise play time activities.
- Establish constructive relationships and communicate with other agencies/professionals involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- 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.
- Contribute to the smooth transition of pupils between phases.
- Be available to assist with personal and medical care for disabled students across the year group when required (training available)

Safeguarding Responsibilities

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Health and Safety

- Follow health and safety regulations and guidelines when attending to pupils' hygiene health and medical needs.
- Administer First Aid within Primary Phase and participate in any relevant First Aid training.
- Act as a Fire Marshal within Primary Phase and participate in any relevant training.
- To be aware of school policies and procedures and follow the school's ethos.
- Be aware of and comply with policies and procedures relating to child protection, medical care, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Personal Development

- Maintain an up to date understanding of the requirements of the role and Responsibilities
- Undertake appraisal/performance review.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

Statutory Requirements:

Data Protection

When working with personal data to be completely aware of responsibilities at all times as outlined in our GDPR policy.

Equal Opportunities

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

General Accountabilities and Responsibilities

Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.

Promote the development of a high quality individual need led service, to comply at all

	<p>times with the Council’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.</p> <p>Undertakes a proactive, committed approach towards the Councils Best Value ethos. Ensure compliance with and actively promote the Council’s Equalities and Diversity policies and strategies.</p> <p>Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.</p> <p>Comply with the competencies and standard requisites agreed by the Council as relevant to your post.</p> <p>Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).</p> <p>Take responsibility for continuing self-development and participate in training and development activities.</p> <p>Assist with the induction/appraisal/training/mentoring/deployment for other teaching assistants and contribute to team meetings with teaching assistants.</p> <p>The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.</p>
Reporting to:	Senior Leaders in Primary Phase
Responsible for:	Scale 4 Teaching Assistants
Liaising with:	Staff/parents/local authority/outside agencies/as required
Working Time:	Term Time Only 30 Hours per week
Salary/Grade:	SO1
Disclosure level	Enhanced
Communications	
Proposed Other Specific Duties:	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

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

Headteacher:.....

Higher Level Teaching Assistant (Primary)

Date issued:

Eastbury Community School

Higher Level Teaching Assistant - Person Specification

Qualifications& Experience	Essential	Desirable	How identified
Application	Well-presented application including information regarding experience, skills and suitability for the post. Fully supported in reference.		Application Form References

Education and Qualifications	<p>The HLTA must have:</p> <ul style="list-style-type: none"> • Demonstrated they have met the HLTA standards • Literacy and numeracy skills equivalent to at least Basic Skills Level 2 in English & Maths (GCSE Grade C / 5 or above) 	<p>In addition the HLTA might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (eg. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning - Willingness to attend appropriate training courses to fulfil the functions of the post • First Aid Qualification • HLTA status 	Application Form Qualification Certificates
Experience	<p>The HLTA must have:</p> <ul style="list-style-type: none"> • Successful recent experience of working with children of a relevant age in learning development • Previous experience of teaching whole classes • Previous experience of working with children with Special Educational Needs / Disability • Dealing with minor injuries as a Paediatric first aider 	<p>In addition the HLTA might have experience of:</p> <ul style="list-style-type: none"> • Previous experience of working as a HLTA in primary Setting • Training in relevant curriculum areas • Specialist skills in a curriculum or learning area 	Application Form References Interview Lesson Observation
Knowledge & Understanding	<p>The HLTA must have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation, including safeguarding • Supporting children to apply and develop their Literacy and Numeracy skills across the curriculum . • Multi-agency working 	<p>In addition the HLTA might have experience of:</p> <ul style="list-style-type: none"> • The Primary Phase of the National Curriculum and/or EYFS Curriculum 	Application Form References Interview

<p>Skills</p>	<p>The HLTA will be able to:</p> <ul style="list-style-type: none"> • Take direction and use own initiative equally well • Demonstrate the HLTA standards in a school context • Plan effective activities for pupils at risk of underachieving • Develop their knowledge through the evaluation of their own learning needs • Deploy ICT skills to support and enhance learning • Work independently • Remain calm under pressure and be able to adapt to change quickly 	<p>In addition the HLTA might have experience of:</p> <ul style="list-style-type: none"> • Experience of delivering phonics and the year one statutory assessments 	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p> <p>Interview task</p>
<p>Professional Attributes</p>	<p>The HLTA will:</p> <ul style="list-style-type: none"> • Be pro-active in their approach to work • Have knowledge of safeguarding guidelines and practices • Have high expectations of children • Have fair, respectful and supportive relationships with the school community • Demonstrate positive values, attitudes and behavior • Communicate effectively with the school community orally and in writing • Demonstrate a commitment to collaborative & cooperative working • Be committed to their own professional development • Adaptable and Flexible • Be willing and able to contribute to extra-curricular activities • Be Committed to the whole life of the school 		<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p> <p>Interview task</p>