



Job description HLTA

POST TITLE: HIGHER LEVEL TEACHING ASSISTANT

GRADE: Grade 4 (Point 12 -20)

REPORTING TO: HEADTEACHER

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

PURPOSE OF THE JOB:

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. To teach/cover whole classes during short term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (SEN, G and T, EAL, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

Planning

1. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
3. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning

4. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA.

5. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and student behaviour, to teachers and pupils.
6. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
7. Be familiar with lesson plans, IEP targets and learning objectives.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
9. Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
10. 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 co-operatively with others.
11. 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.
12. Organise and safely manage the appropriate learning environment and resources.
13. Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
14. Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
15. Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

16. With teachers evaluate pupils' progress through a range of assessment activities.
17. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
18. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
19. Assist in maintaining and analysing records of pupils' progress.
20. To 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.
21. Support the teaching staff with preparing termly and end of year reports of pupils' progress and attainment for meetings which are held outside of school hours.

Mentoring, Supervision and Development

22. Depending on the needs of the school, manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants/ Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
23. Develop an Induction Pack for new support staff and ensure that this information is shared with new members of the team.
24. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
25. 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
26. Attend all INSET and other training sessions as directed by the Headteacher or Deputy Headteacher in her absence.

Behavioural and Pastoral

27. 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.
28. Understand and implement school child protection procedures and comply with legal responsibilities.
29. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
30. Provide support and assistance for student's pastoral needs.
31. Provide physical support and maintain personal equipment used by the pupils at the school.
32. 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.
33. Supervise pupils at times other than during lessons according to the schools duty arrangements. This might involve planning and organising break and playtime activities.
34. Run an after school club, the focus of which is to be agreed with the Headteacher.
35. Assist in running extracurricular lessons e.g. Booster sessions.
36. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

37. At all times carry out duties with due regard to the school's Health and Safety policy.

Other

38. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

39. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

40. Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which may reasonably be required.