Job description: Higher Level Teaching Assistant (HLTA)

Southend YMCA Community School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Southend YMCA is an alternative provision providing education and support for students who are unable to access mainstream education. We have a mixed cohort of learners with different needs varying from an EHCP, SEN and emotional regulation barriers.

Job details

Job title: Higher level teaching assistant (HLTA)

Salary: HLTA 1 (£31,794) – HLTA 6 (£37,465)

Hours: 40 hours

Contract type: Full Time – Term time

Reporting to: Deputy Headteacher SENCO

Main purpose

The HLTA will:

- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable

- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of students in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	› GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths. › First-aid training, or willingness to complete it
Experience	› Experience working in a school environment or other educational setting › Experience working with children / young people › Experience planning and delivering learning activities › Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with students and adults › Skills and expertise in understanding the needs of all students › Knowledge of how to help adapt and deliver support to meet individual needs › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students › Excellent verbal communication skills › Active listening skills › The ability to remain calm in stressful situations › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly using ICT to support learning › Understanding of roles and responsibilities within the classroom and whole school context › Understanding of effective teaching methods › Knowledge of how to successfully lead learning activities for a group or class of children › Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support › Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	› Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with students › A commitment to getting the best outcomes for all students, and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding student's wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2024

Next review date: When needed

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____