

Job Description

Job Title	Higher Level Teaching Assistant
Grade	Band G
Reporting To	Teacher
JD Ref	

Purpose

To complement the professional work of teachers by taking responsibility for specified learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups or short term, whole classes. To monitor, assess, record and report on pupils' achievement, progress and development.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Support the Achievement of Pupils

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom
- To work with other staff to develop and implement the Individual Education and Health Care Plans for pupils
- To support pupils, recognising and responding to their individual needs by differentiating tasks appropriately
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To promote strategies for independent learning
- To provide feedback to pupils in relation to progress and achievement
- To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment

- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To take the initiative to suggest appropriate multi-agency approaches to supporting pupils
- To support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Supporting the Quality of Teaching and Learning

- To produce lesson plans, worksheets, plan to challenge teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To administer and assess/mark tests and invigilate exams/tests
- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural needs
- To deploy specialist aid/resources/equipment on advise from other agencies
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Supporting Behaviour and Safety of Children

- To have regard for the safety and wellbeing of all pupils at all times
- To work within an established behaviour management policy and anticipate and manage behaviour effectively, promoting self-control and independence
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person. Physical needs may include feeding, toileting, dressing, etc)
- To comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person



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- To be aware of and support the school's responsibilities and policies regarding equality and diversity
- To contribute to the overall ethos/work/aims of the school
- To support pupils beyond the classroom within School grounds, trips and events to ensure that all children are safe and accounted for

Line Management Responsibilities

- To manage other teaching assistants
- To liaise between managers/teaching staff, teaching assistants and a multi-disciplinary staff
- To hold regular team meetings with managed staff
- To represent teaching assistants at teaching staff/management/other appropriate meetings
- To undertake induction/training/mentoring for other teaching assistants
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Role Specific Knowledge, Experience And Skills

Qualifications

- HLTA assessment standard
- Excellent numeracy/literacy/ICT skills – equivalent to NVQ Level 2 in English and Maths
- Training in relevant learning strategies, e.g. literacy
- *Desirable - Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT*
- *Desirable - First aid training as appropriate*

Knowledge & Skills

- Use ICT effectively to support learning
- Full working knowledge and experience of relevant policies /codes of practices/legislation
- Working knowledge and experience of implementing national /foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching



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- Ability to organise, lead and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these roles
- Knowledge and understanding of inclusion within the classroom

Experience

- A minimum of two years' experience of working with children in an educational setting
- *Desirable - Experience of working with children having a range of special needs*

Additional Information

Ability to travel across the Borough and work from various locations.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Driving duties
- Working with children

Approved By: Julie Hudson, School Improvement - Teacher
Date Of Approval: 04/03/2014



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