



Education Learning Support Assistant Team

JOB TITLE: HIGHER LEVEL TEACHING ASSISTANT (Reading and English as an Additional Language)

REPORTS TO: Assistant Headteacher – SENCO

SUPERVISES: Not Applicable

SCALE: 6

JOB PURPOSE:

The main purpose of this role will be to work under the guidance and in collaboration with the Assistant Headteacher for SENCo and Deputy Headteacher for Quality of Teaching as part of the Raising Standards Team. The post will have a particular focus on supporting pupils with developing their language and literacy needs (including English as an Additional Language (EAL)) and pupils with low levels of reading.

The HLTA will implement interventions to raise achievement for students identified as needing support in developing their knowledge and understanding of the English language. In addition, the HLTA will implement interventions to support the lowest 20% of readers within the school.

PRINCIPAL ACCOUNTABILITIES

Curriculum Support

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Assess pupils with English as an additional language identifying their language acquisition and knowledge.
- Implement interventions for pupils who have English as an additional language.
- Collect and share literacy, numeracy and other relevant data with the Raising Standards Team, identifying pupils in need of intervention.
- Implement 1:1 or small group interventions in collaboration with The Raising Standards Team.
- When necessary supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.



- Support the teaching staff with reporting pupils' progress and achievements at parents' meetings, which are usually held outside school hours.

GENERAL AND KEY CORPORATE ACCOUNTABILITIES

- Be aware of and fully comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and to actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, if required and in agreement with line manager.
- Cover known and unknown absences across the school where needed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Raising Standards Team, to support achievement and progress of pupils.
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- Work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- To promote community cohesion.
- Recognise own strengths and areas of specialist expertise and use these to, advise and support others. Improve own practice, including through observation, evaluation and discussion with colleagues.
- Attend team meetings on a regular cycle as agreed within the school calendar.
- Attend parents' evenings, whole school events, revision classes and staff professional development as appropriate, these hours will be negotiated as part of additional working time.
- Be willing to undertake first aid training.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed at the discretion of the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Trust policies.