

Job Description- Higher Level Teaching Assistant



Job Details

Salary: BPS 3 Range 16 - 20

Hours: 32.5 hours per week

Contract type 39 Weeks (Term Time plus 5 INSET Days)

Reporting to: Head of School

Main Purpose

The HLTA is responsible for supporting the delivery of teaching and learning. Their timetable will be flexible and will include supporting with PPA cover, covering absence and courses and delivering booster groups for children.

Duties and Responsibilities

Teaching & Learning

- Planning and preparing lessons, interventions and training for other colleagues.
- Teaching pupils according to their educational needs.
- Assessing, recording and reporting on the development, progress and attainment of pupils where required.
- Using available assessment data in order to identify gaps in attainment for vulnerable groups, including Pupil Premium children, and to take action in order to close the gaps.
- Maintaining high standards of indoor/outdoor provision including setting up and clearing away.
- Supporting the running of intervention groups and adult-led activities.
- Ensuring all adults are engaged in children's learning and adhering to plans in place.

Other Duties

- Promoting the general progress and well-being of individual pupils and of any other class or group of pupils assigned.
- Providing guidance and advice to pupils on educational and social matters.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with parents of pupils.
- Communicating and consulting with persons or bodies outside the school and participating in meetings arranged for any of the purposes described.
- Participating in arrangements made for appraisal.
- Reviewing methods of teaching and programmes of work and participating in arrangements for further training and professional development.
- Advising and co-operating with the Head of School, SLT and other teachers on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Promoting positive behaviours for learning and safeguarding their health and safety both when they are authorised to be on school premises and engaged in school activities elsewhere.

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- Participating in school meetings relating to the curriculum, administration or organisation of the school.
 - Supervising and, as far as practicable, teaching any pupils whose teacher is not available to teach.

Administration of Medicines and First Aid

- To provide comfort and support to children and parents during periods of contact and to help promote a general feeling of well-being within the school.
- Managing medicines, ensuring all paperwork is complete and signed by parents, liaising with staff over administration of medicine, liaising with professionals and parents over any medical issues and concerns. Ensuring relevant necessary training is booked.
- Administer regular medicine to pupils throughout the school day.
- Assist children if they are unwell and supervise them whilst waiting for parents/carers to collect them from school.
- Administer first aid and undertake necessary First Aid and Managing Medicines training.

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professional.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.

Confidentiality

- Ensure confidentiality and privacy are of the utmost importance and daily practice adheres to this.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that a HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

Person Specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">➤ GCSEs in English and Maths➤ Higher-Level Teaching Assistant Qualification or a Teaching Degree
Experience	<ul style="list-style-type: none">➤ Teaching whole classes of pupils across the KS2➤ Experience of effectively supporting class teachers in KS2➤ Excellent behaviour management
Skills and Knowledge	<ul style="list-style-type: none">➤ Good understanding of the KS2 Curriculum<ul style="list-style-type: none">➤ Good subject knowledge, particularly for core subjects➤ Willing to undergo further training and CPD.

Personal Qualities

- Flexible
- Approachable
- A team player
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively

Notes:

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