



# BEARBROOK COMBINED SCHOOL AND PRE-SCHOOL

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**Job description: HIGER LEVEL TEACHING ASSISTANT**

## Job details

**Job title: Higher Level Teaching Assistant (HLTA) – Full time**

**Contract type:** Permanent – Term Time 38 Weeks

The HLTA, will:

- Work alongside the class teachers to deliver learning to support the academic and emotional achievement of all pupils within the Unit.
- Prepare lessons and provision independently or alongside class teachers.
- Deliver whole class lessons planned by others.
- Take a lead role alongside the class teacher in implementing support plans for individual pupils
- Assist the teacher with preparing equipment / photocopying / displays
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

## Areas of Responsibility and Key Tasks

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Ensuring that all pupils in school are provided a happy and safe environment through thorough safeguarding approaches</li> <li>• Promote the welfare of children and be familiar with the latest KCSiE guidance.</li> <li>• Report any safeguarding concerns or incidents through CPOMs.</li> <li>• Provide particular support for pupils with special needs, ensuring their safety and access to learning activities</li> <li>• Assisting with the development and implementation of SEND support plans/Behaviour Plans and Personal Care Programmes (attending to personal hygiene needs and administering medicines)</li> <li>• To use specialised equipment, where necessary, to enable changing of continence wear and attending to the pupil's personal hygiene requirements</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Working alongside the class teacher to deliver learning to support the academic achievement of all pupils</li> <li>• Providing feedback to pupils and the class teacher</li> <li>• Taking a lead role alongside the class teacher in implementing support plans for individual pupils</li> <li>• Assisting the teacher with preparing equipment / photocopying / displays</li> </ul>
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<p><b>Teaching Classes or Groups of Children</b></p>	<ul style="list-style-type: none"> <li>• Preparing lessons and courses independently or alongside class teachers.</li> <li>• Delivery of whole class lessons planned by others.</li> <li>• Teaching pupils according to their educational needs including the setting of work to be carried out by the pupils in school and elsewhere.</li> <li>• Assessing, providing feedback, recording and reporting on the development, progress and attainment of pupils when required.</li> <li>• Using available assessment data in order to identify gaps in attainment for vulnerable groups including Pupil Premium children and taking action in order to close the gaps.</li> <li>• Building and maintaining positive working relationships with pupils, families, external agencies and colleagues</li> <li>• Run intervention groups as directed by the class teacher.</li> <li>• Team teaching with colleagues to develop one another</li> </ul>
<p><b>Other Professional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Have a thorough working knowledge of professional duties and legal liabilities;</li> <li>• Operate at all times within the stated policies and practices of the school and Unit;</li> <li>• Establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> <li>• Endeavour to give every child the opportunity to reach their potential and meet high expectations;</li> <li>• Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school/ Unit;</li> <li>• Take responsibility for their own professional development and duties in relation to school policies and practices and continuing professional development relevant to the SEND role.</li> <li>• Liaise effectively with parents, staff, and governors.</li> <li>• Take on any additional responsibilities which might from time to time be determined.</li> </ul>



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### Notes:

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

The Higher-Level Teaching Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that 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 Higher-Level Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by senior leaders.



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### Person specification

Expertise	Essential	Desirable
Qualifications	<p>Good English/Maths Skills (minimum 5 Grade A-C e including English and Maths)</p> <p>HLTA status or willingness to train</p>	<p>In addition, the Higher-Level Teaching Assistant might have:</p> <p>Other relevant qualifications (e.g. Foundation Degree in Education)</p> <p>National Vocational Qualifications in Supporting Teaching and Learning</p> <p>Certified training in ASD, ADHD, EAL or dyslexia</p> <p>Managing medicines training</p> <p>Team Teach or equivalent training</p> <p>Desire to train as a qualified teacher</p>
Experience	<p>Classroom experience</p> <p>Experience of working in a primary school</p> <p>Training or expertise in a relevant curriculum or other learning area (e.g. IT, maths or English)</p> <p>Experience of leading groups of children independently</p> <p>Knowledge of relevant policies and procedures</p>	<p>Experience of leading and managing other support staff</p> <p>Experience of delivering specific intervention programmes</p> <p>Experience of teaching whole classes</p> <p>Experience of working with children who have specific special / EAL needs</p> <p>Experience or expertise in using assistive technology to support pupils with SEND (e.g. Widget etc.)</p>
Knowledge & Understanding	<p>Up to date knowledge of National Curriculum requirements</p> <p>Understanding &amp; application of HLTA Standards</p>	<p>Experience and understanding of pupils with SEND</p> <p>Understanding of First Aid procedures</p>



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	<p>Understanding of KCSIE and safeguarding pupils</p> <p>Relevant policies, codes of practice and legislation including safeguarding</p> <p>Genuine commitment to Equal opportunities</p>	
Skills	<p>Ability to support with the planning and delivery of lessons to meet pupil needs and adjust and evaluate lessons as appropriate</p> <p>Ability to monitor and evaluate pupil responses to learning activities, including marking pupil's work and recording achievements and progress</p> <p>Ability to apply a range of behaviour management strategies which contribute to a purposeful learning environment</p> <p>Capacity to encourage children's participation in the life of the school through enhancing their confidence and self-esteem</p> <p>Good verbal written and communication skills and ability to relate well to children and adults</p> <p>Ability to organise, lead and motivate a team, and work well as part of it</p>	<p>Ability to work collaboratively with colleagues, providing specialist guidance and support as required</p> <p>Experience of working with collaborative partnerships</p> <p>Coaching and mentoring skills with adults and pupils</p> <p>Leadership and line management skills</p> <p>Ability to make a positive contribution to the wider life and ethos of the school</p>
Personal characteristics	<p>Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p> <p>Ability to follow directions and take own initiative</p> <p>Flexible, adaptable, and supportive</p> <p>Calm, caring and patient approach</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to learn</p>	

### Statement of Equality



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The Great Learners Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### Safeguarding

Bearbrook Combined School and The Great Learners Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**