



JOB DESCRIPTION

Job Details

Job Title: HLTA (Level One)

Salary: SC15 - £31,015 (FTE)

Hours: 37 hours per week (£26,677 pro rata)

Contract type: Permanent

Reporting to: Phase Leader

1. PURPOSE OF JOB:

Higher Level Teaching Assistants 1 work with pupils over the whole age range and ability range to deliver a range of activities, support and enhance learning, personal and social development under the general direction of a senior manager.

Support and complement the professional work of teachers by organising and providing a range of learning related activities under an agreed system of supervision.

2. MAIN RESPONSIBILITIES

Learning Delivery

Plan, prepare and deliver a specific range of learning activities for individual and groups of pupils that are appropriate to the children's educational, intellectual, social, emotional, cultural and physical needs.

- Assist in lesson planning challenging teaching and learning objectives to determine the delivery of the specific area of curriculum and respond to identified pupil learning needs.
- Deliver planned and learning activities to achieve curriculum objectives and respond to individual pupil need.
- Ensure that learning activities are conducted in a positive atmosphere, pupil contributions are recognised and supported and planned learning objectives are achieved.

- Assess pupil achievement, performance and ability, mark tests, class work and homework to record performance,
- Assist in providing feedback to pupils and teachers and record achievement.
- Establish and maintain a calm learning ethos and facilitate the integration of all children into the setting

Pupil Support

Monitor and assess individual and groups of pupil performance against agreed educational, intellectual, social, emotional, cultural and physical objectives, record and report achievement and provide the necessary help, advice and information and guidance to support development.

- Assess the achievement of pupils against planned objectives.
- Provide objective, accurate evidence based feedback to record progress celebrate achievement and identify development opportunities.
- Provide the necessary support to overcome difficulties and achieve targets and objectives.
- Support and assist pupils with social integration, advice on strategies to deal with problems and encourage pupils to work co-operatively with others and engage in learning activities.
- Compliment the role of parents and carers in learning and assist in providing parents with constructive feedback and pupil progress and advice on and supporting learning.

Implement Individual Education Plans for pupils identified with different learning abilities to respond to their identified learning related difficulties and enable them to fully access a broad and relevant curriculum and participate fully in school life.

Behaviour

Support the implementation of a school policy to promote and celebrate good behaviour through positive interactions with pupils and to establish a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

Undertake routine audits of behaviour and attendance to inform and contributes to development of positive behaviour approaches individuals and groups to establish a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

Monitor children's and young people's conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues using appropriate techniques, skills strategies and sanctions to de-escalate potential very serious and demanding situations or resolve conflict with individual and groups of pupils and establish, maintain or restore a safe and calm atmosphere

Specialist Resource Support

Organise a specialist curriculum or learning support area or initiatives within the school to deliver specific educational, intellectual, social, emotional, cultural, and physical, pastoral or community objectives within an agreed timeframe and designated resource base:

- Plans activities to achieve operational objectives
- Develop and implement procedures.
- Procure routine goods, services and equipment..
- Devises designs and develops equipment, apparatus, programmes and other resources.
- Advise on deployment and use of specialist resources and equipment.

Other

Invigilate exams and tests to ensure effective administration and compliance with practice, procedures and protocols.

Plan and organise educational visits and outings to extend life experiences and provide a broad and varied curriculum and organise pastoral group and adult helpers.

Participate at meetings to support and inform communication, provide information, support continuous professional development, ensure consistency and develop a team ethos.

Contribute to the overall ethos of the school.

Organise and deliver out-of-school activities.

Attend staff meetings and undertake ongoing professional training.

3. SUPERVISION/MANAGEMENT OF PEOPLE

Shared supervisory responsibility for up to 5 staff.

4. CREATIVITY AND INNOVATION

Under the general guidance of a senior manager, the postholder will be required to organise and deliver a range of learning support activities. This will require creativity to ensure that learning is interesting, effective and differentiated to respond to individual pupil need.

The postholder will use innovation to organise service delivery to achieve agreed objectives within an approved resource framework.

5. CONTACTS AND RELATIONSHIPS

Senior Manager – to contribute to the planning and organisation of learning support activities.

Teachers - to contribute to lesson planning, report pupil assessment and progress.

Support Staff - The postholder provides, advice and information to colleagues.

Pupils – to support, assist and enable them to access a relevant curriculum to their fullest ability. Contribute and support educational, intellectual, social, emotional, cultural and physical development.

Parents – to exchange personal information concerning individual pupils and provide guidance and advice related to specific areas of pupil learning.

External Agency staff to report on routine progress and achievement, contributes to informing pupil support strategies and activity.

6. DECISIONS

Discretion – The postholder has discretion within school policy to achieve the agreed learning objectives and outcomes for the individual, group or class agreed with the teacher or senior manager. This could reasonably involve changing the pattern of delivery, responding to the needs of individual.

The post holder could be required to initiate routine procedures and would be consulted as part of the team supporting learning on wider and strategic issues.

Consequences – Pupils will achieve planned and measurable personal, social, physical, emotional and learning outcomes. Sound decision making and action would have a beneficial effect on educational outcomes, pupil behaviour and resource utilisation.

7. RESOURCES

Shared responsibility for learning resources.

8. WORK ENVIRONMENT

Work Demands

The postholder will be required to deliver and support planned learning activities to achieve specific outcomes and objectives that respond to individual pupil need within a limited timescale. The postholder would be subject to regular interruption and changes in circumstances that will need to be accommodated into service delivery.

Physical Demands

Some physical effort will be required and may involve positive handling procedures within authorised school policies.

Working Conditions

The postholder will work within the School environment with some periods of outdoor activity when supervising pupil's' out of school activities etc

Work Context

The post is predominantly classroom based and some risk is posed to the personal safety of the postholder.

9. KNOWLEDGE AND SKILLS

Achieved Higher Level Teaching Assistant accreditation or equivalent qualification and experience.

Ability to plan, organise and co-ordinate learning support services to deliver achieved outcomes with allocated resources to agreed deadlines.

Understand the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.

Broad experience of delivering learning to children.

A good knowledge and understanding of child development.

Good understanding of the differing educational needs of all children.

Good understanding of the SEN code of practice and the ability to produce and deliver IEP's.

Knowledge of child protection issues and Council procedures (level 1 certificate).

Good knowledge of relevant Ofsted framework and standards.

Very good literacy, numeracy and written and verbal communication skills.

Developed listening and observational skills.

Ability to maintain and promote positive relationships with children, parents/carers, colleagues and the wider community.

Ability to lead, organise and motivate members of the team and parents.

Ability to use and integrate ICT as part of the learning process

Provide instruct and use a range of specialist curriculum learning equipment, materials and schemes.

Good understanding of child development.

Learning processes. Knowledge and experience of a wide range of strategies/techniques to assist pupils.

Understanding of statutory frameworks relating to teaching.

Ability to relate well to pupils and adults.

Current knowledge of developments in education, the national curriculum, and the planning process involved in the delivery of the national curriculum, the foundation stage, the national literacy and numeracy strategies for Key Stages 1-3, Key Stage 4 examination requirements and the SEN Code of Practice.

An understanding of relevant policies, codes of practice, legislation and the planning process involved in the delivery of the national curriculum to a wide range of pupils.

Practical experience in the delivery of the curriculum and the composition of lesson plans.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of

the Trust at all times and through all activity.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.

