

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant (HLTA) Level 4	
School: Birch Hill Primary School	Grade/Salary Range: Grade 6 SCP 18 - 24
	Term time only, plus up to 5 INSET days.

JOB PURPOSE

To work with teachers/SLT to organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the class teacher, SENCO and Senior Leadership Team (SLT) and will be deployed to meet pupil needs across the school as required.

MAIN DUTIES AND RESPONSIBILITIES

In addition to Teaching Assistant Job Description, HLTAs are expected to;

- Plan, prepare and deliver learning to individuals, small groups and/or whole classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment of children/whole class
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

Teaching Assistants in this role may also:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Liaise with external agencies if required
- Assist pupils with eating, dressing, personal hygiene and toileting, as required, whilst encouraging independence.

This role may also include Lunchtime Controller Role

- To assist children and encourage independence when eating
- To ensure that good hygiene levels are adhered to at all times

- Supporting the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Adhering to risk assessments as appropriate.
- To participate in pupils' play and organise games
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities and changing nappies/toileting duties
- Activities will occur both inside and outside

Supporting Whole School

- Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school activities and take responsibility for a group under the supervision of the teacher
- To support additional provision as when required
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To supervise specifically identified pupils at lunchtimes and break time
- To attend meetings as required (staff, professionals and multi agencies)
- Actively support the schools equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop
- Comply with policies and procedures relating to child protection, safeguarding, health and safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required
- Undertake any other similar duties as required by the classteacher, SENCo or member of the Senior Leadership Team

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budgetary or supervisory responsibility

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>HLTA standard or equivalent qualification or experience.</p> <p>Excellent literacy /numeracy skills (written and oral)</p>	<p>Supervisory/Management skills training</p> <p>First Aid Training</p> <p>Training in relevant strategies e.g. literacy and specialist skills in curriculum or learning area e.g. ICT, bi-lingual, signing.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>An enthusiasm, interest and sensitivity for working with children.</p> <p>Willingness to learn new skills, to be confident and assertive.</p> <p>Extensive experience of working with children in a learning environment.</p> <p>Working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks.</p> <p>Able to demonstrate effective classroom management skills.</p> <p>Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks.</p> <p>Able to relate to and communicate well with children and adults,</p> <p>Able to motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</p>	

	<p>Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff.</p> <p>Able to deliver educational work programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance learning.</p> <p>Able to plan and organise work at an advanced level and contribute to the development of policies and procedures.</p> <p>Able to select and prepare/display a variety of relevant resources for teaching and learning activities.</p> <p>Able to work with pupils within an agreed behaviour management policy.</p> <p>Experience of dealing with parents and carers and ability to lead when required.</p>	
Work-related Personal Requirements	<p>Commitment to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>Commitment to continuing professional development.</p> <p>Able to coach and mentor others.</p>	
Other Work Requirements	<p>Able to manage CPD and staff appraisal and share knowledge with other staff and support and encourage their development.</p> <p>Suitability to work with children.</p>	