

HLTA - Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Name:

Job Title: Higher Level Teaching Assistant
School: Bassingbourn Community Primary School
Reports to: Headteacher, Deputy Headteacher, Assistant Headteacher
Grade: 14
Hours: As per contractual hours

Job Purpose:

- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.
- Contribute to raising standards of achievement for all pupils.
- Contribute to the wider school development.
- Cover for part/full day in the absence of the class teacher.
- Cover for part/full day to release teachers for PPA and Leadership time.

Principal Accountabilities:**1. Support for children**

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities for individuals, small groups and the whole class as needed.
- Contribute to the planning, preparation of learning activities and assessing learning.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Support the school curriculum, providing additional support for groups of children as agreed.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Follow Safeguarding and Child Protection policy to ensure all pupils are safe and to always act in the best interest of pupils.

2. Support for the teacher

- Provide support in evaluating pupil progress and development, provide feedback on learning activities.
- Contribute to the development of SEN Support Plan/EHCP for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.

- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

3. Support for the school

- Monitor pupil care needs and ensure the teaching assistant team contributes support effectively and in line with good practice.
- Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Develop and maintain effective working relationships with other staff and parents or carers.
- Support to the headteacher in ensuring that the whole school provides a safe and healthy environment.
- Cover classes in the absence of the class teacher.
- Attend and actively participate in staff meetings.
- Lead an area in the school as agreed with the Headteacher and to be annually reviewed.
- Contribute to the development of less experienced teaching assistants.
- Act as a mentor and role model for other teaching assistants.
- Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
- Make suggestions for school events and take a leading role in organising them as agreed.