

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Grammar School</b>
<b>Department:</b>	<b>SEND</b>
<b>Post:</b>	<b>Higher Level Teaching Assistant</b>
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>Trust Headteacher and SENDCo</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Job</b>	
<p>The role of the HLTA is to work in partnership with teachers and the SENDCo to improve the learning and attainment of learners whilst also promoting their independence, self-esteem, and social inclusion. The role provides support to learners so they can access the curriculum, participate in learning and experience a sense of achievement.</p> <p>Take responsibility for learning opportunities under an agreed system of supervision including working within professional standards. Plan, prepare, lead and deliver a range of purposeful learning activities for individuals, small groups or whole classes.</p> <p>In addition to the responsibilities of an ETA, a HLTA will have greater influence on learners' education through their ability to cover lessons (where appropriate), support teachers through help with planning and leading parts of lessons where applicable. Lead and motivate other associate colleagues, providing guidance and direction to ensure teaching and learning objectives are embedded.</p>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Work alongside and under the guidance of Senior Leaders and inline with the school's policies, procedures, relevant legislation and requirements.</li> <li>• Work professionally and be a positive role model, upholding and exemplifying the school's values.</li> </ul>	

- Communicate your knowledge of learners to colleagues and where applicable to external professionals, so that informed decision making can take place on intervention and provision.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Assist and collaborate with teachers in the short-term planning and implementation of a specific curriculum area or areas as designated and to record and monitor learning.
- Ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for learners.
- Undertake the delivery of a specific curriculum/aspect on a one-to-one basis, small group, or class of learners using a range of strategies to establish a purposeful learning environment and to promote positive behaviour as per the school policies.
- Promote the support and inclusion of all learners in the learning opportunities in which they are involved and communicate effectively to support their learning and maintain high expectations of all learners to achieve.
- Monitor and evaluate learners' responses to the learning task and modify approaches accordingly.
- Monitor and evaluate learners' participation and progress through a range of assessment opportunities and provide constructive support and feedback to learners as they learn and report back to the teacher specified.
- Contribute to the maintaining and analysing of learners' records of progress as specified within the teachers' framework.
- Organise and manage safely the learning activities, the physical space and resources within the designated area of responsibility.
- Complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision.
- Provide literacy support to learners including; reading, phonics & writing.
- Support the teacher in monitoring and evaluating learners' progress and achievements using a range of assessments as agreed.
- Cover teachers' planning, preparation and assessment time by teaching the class specific subjects, as agreed with the Trust Headteacher.
- Support in the Primary Phase by covering classes, in the short term, for teacher absences (as appropriate).
- Assess the needs of learners and use detailed knowledge and specialist skills to support learners' learning.
- Consistently support learners whilst recognising and responding to their individual needs.
- Encourage learners to interact and work cooperatively with others and engage all learners in learning activities/opportunities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.

- With an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within an established positive behaviour policy to anticipate and manage behaviour constructively, promoting self-control, inclusion and independence.
- Under the direction of the Trust Headteacher, support learners who may require positive behaviour support and or physical intervention, to keep themselves and others safe, only if this is part of a learner's risk assessment plan.

#### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Trust Headteacher/Line Manager/ SENDCo.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

### **Batley Multi Academy Trust - Employee Specification**

<b>Post: Higher Level Teaching Assistant</b>	<b>Grade: 9</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Level 4 Higher Level Teaching Assistant (HLTA) qualification or equivalent	Essential	Certificates
Minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English.	Essential	Certificates
Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Good developed IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to	Application Form/ Selection Process

know when to refer on to colleagues.	
Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process