



JOB DESCRIPTION



Post Title: Higher Level Teaching Assistant (HLTA)
Grade: TA 4
Reporting to: Headteacher / Assistant Headteacher / SENDCo / Class Teacher

MAIN PURPOSES OF THE JOB

- The role of the HLTA PPA Cover is to provide and deliver learning activities to whole classes of pupils across the school when the class teacher is not present.
- The HLTA will plan, prepare and deliver lessons and assess, mark, record and report on development, progress and attainment, under the direction of subject co-ordinators.
- To work independently with whole classes of pupils.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management of other teaching assistants including monitoring of work.

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning including through marking and feedback in line with the school policy.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans or similar where appropriate.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision including PPA cover, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g. Literacy, Numeracy, Key Stage 1 & 2, Early Years, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To ensure confidentiality of information given by pupils and staff, reporting any concerns to the class teacher or Headteacher as soon as possible.
- To be aware of and follow school procedures for the safeguarding of all pupils.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To assist with playground duties and with the movement around the building and surrounding areas – going to the cloakroom, fire drills, changing for P.E etc
- Where appropriate, deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

OTHER DUTIES

- To contribute to the positive team atmosphere and public image of the academy.
- To always act professionally and with integrity.
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment.
- To adhere to and maintain academy routines and codes of conduct, including confidentiality.
- To always support the aims and ethos of the academy.
- To provide intimate care when needed.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the DoWMAT Health and Safety Policy.

GENERAL

Job Description: HLTA (Grade 4)

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post, and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- DoWMAT is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the DoWMAT Equality Policy and Code of Conduct. All employees are expected to be committed to these.
- DoWMAT academies are non-smoking environments.

QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED

- Excellent numeracy / literacy skills.
- Effective use of specialist ICT packages.
- Use of specialist equipment and resources.
- Full working knowledge of relevant policies / codes of practice / legislation.
- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.

DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.

PRINCIPAL CONTACTS

Pupils, Parents / Carers, Headteacher, Classroom Teachers, Teaching / Support Assistants, EWO, Clerical Assistants, other professional groups, Local Academy Board members.

NOTES

The Leadership of the Academy Trust reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility.

Signed (Issued by): _____

Date_____

Signed (Received by): _____

Date_____