



## Job Description

**Post Title:** Higher Level Teaching Assistant (HLTA) / PPA Cover

**Reports to:** Deputy Headteacher

**Hours:** 15 hours per week, term time only

**Salary Scale:** H5

### Main Purpose of the Job

- To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher, closely monitored by the Deputy Headteacher.

### Main Duties and Responsibilities

- Independently plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- 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 knowledge and skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting concerns appropriately
- Teaching Assistants at this level (H5) are expected to undertake at least one of the following:
  - Provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - Provide support to pupils where English is not their first language
  - Provide support to pupils that require further challenge
  - Provide support to all pupils in a particular learning area (e.g. computing, English, maths, National Curriculum subjects).

### General/Other Responsibilities

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

- Develop and implement Individual Plans for pupils (such as APDR support plans and EHCPs), 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
- Provide cover supervision of classes / PPA cover
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies as required
- Provide pastoral care to pupils - for example leading nurture groups or acting as an individual mentor
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be responsible for the presentation of displays, as required.
- Invigilate exams and tests
- Any other duties as deemed appropriate by the Headteacher

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



## Person Specification

**Post Title:** Higher Level Teaching Assistant (HLTA)

**Reports to:** Deputy Headteacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• HLTA qualification or equivalent</li> <li>• recent and relevant safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• currently working at professional standards for HLTA</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>• whole class teaching experience in different key stages</li> <li>• recent/current experience as an HLTA, including planning, preparing and delivering specified work to individuals, groups and classes.</li> </ul>	<ul style="list-style-type: none"> <li>• experience working with SEND children</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• understanding of the school's ethos and values</li> <li>• understanding of Data Protection and confidentiality</li> <li>• knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> <li>• contribute to planning and development of learning activities with teachers; plans specified learning activities; responds to activity-related problems without referral to teachers. May be involved in planning, organising and developing individual support plans.</li> <li>• good knowledge of ICT (including tools for planning, research, analysis and admin) and hardware (including digital cameras, computers, email and internet)</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of statutory and non-statutory frameworks for school curriculum</li> <li>• understanding of the principles and practices of assessment and how observations can be used effectively to maximise pupil progress</li> <li>• understanding of SEND and strategies to support vulnerable pupils</li> <li>• understanding of SEN code of practice and disabilities legislation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• managing the behaviour of groups/classes of children</li> <li>• communicate effectively (both orally and in writing) to an appropriate standard</li> <li>• work as part of a group and individually</li> <li>• decision making</li> <li>• people management</li> <li>• able to communicate with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.</li> <li>• inspire trust and confidence in children</li> <li>• work with teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers</li> <li>• encourage high standards of pupil behaviour at all times</li> <li>• observe the boundaries of the role, and respect confidential information</li> <li>• initiate games and activities appropriate to the age of the children</li> <li>• relate to children on their level</li> <li>• resolve problems in relation to providing learning activities.</li> <li>• prepare and clear up learning resources, equipment</li> <li>• keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• recognise behaviour giving cause for concern, and inform teaching staff</li> <li>• ability to support pupils' speech, language and communication development</li> <li>• able to adapt approaches to meet the needs of all pupils</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• commitment to safeguarding, equality and equity</li> <li>• commitment to equal and effective support of all children</li> <li>• drive</li> <li>• willing to participate in all training offered</li> <li>• well-organised</li> <li>• ability to work as part of a team</li> <li>• able to manage relationships positively</li> <li>• adaptable</li> <li>• calm under pressure</li> <li>• empathetic and sensitive towards others</li> <li>• able to communicate well with all stakeholders</li> <li>• creative</li> <li>• resourceful</li> <li>• tolerant</li> </ul>	<ul style="list-style-type: none"> <li>• good sense of humour!</li> <li>• proactive approach to seeking out training opportunities</li> </ul>