

Job Description

Support Staff Pay Scale: 9-13
Contract type: Term time
Reporting to: Headteacher, Deputy
Headteacher

Higher Level Teaching Assistant

Job Purpose

The HLTA will work under the direction of the teaching team to deliver the planning and learning activities for whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision and leadership time) and/or on a more ad hoc basis for courses and absences. To contribute to the planning, delivery and evaluation of interventions for groups of pupils, with the support of the year group leaders.

Key Accountabilities

Team Membership

- To carry out designated playtime duties.
- To participate in events of the wider school community, as and when possible.
- Maintain confidentiality inside and outside the workplace

Teaching and Learning

- To deliver lessons to the whole class without a teacher being present and feeding back on pupil engagement and achievement.
- To contribute to the planning, delivery and evaluation of interventions for groups and individual pupils, planning your own role and providing feedback on pupil engagement and achievement.
- To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate pupils and advance their learning, monitoring responses and modifying your approach accordingly.
- To organise and manage learning activities in ways which keep learners safe.
- To promote and support the development of pupil's self-reliance, self-esteem and emotional resilience.
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.

- To support the physical, intellectual, emotional and social development of pupils, contributing to planning and facilitating children and young people's learning and development.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting teaching and learning.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
- To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities.
- Having regard to equality of opportunity, to provide care and encouragement to all pupils.
- To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To supervise a whole class in the event of the unplanned or planned absence of the teacher, ensuring that the pupils are engaged in work and activity as set by a teacher, and managing any behaviour issues that may arise in accordance with school policy.
- To have responsibility for the day to day management of other classroom support staff in order to develop their working practice and manage any issues that arise.
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To attend staff meetings, staff training and twilight sessions where appropriate.

Notes

This job description may be amended at any time in consultation with the postholder.

Person Specification

Criteria	Qualities
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths First-aid training, or willingness to complete it

Experience	<p>Experience working in a school environment or other educational setting</p> <p>Experience working with children / young people</p> <p>Experience planning and delivering learning activities</p> <p>Experience of planning and leading teaching and learning activities (under supervision)</p>
Skills and knowledge	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p> <p>Understanding of effective teaching methods</p> <p>Knowledge of how to successfully lead learning activities for a group or class of children</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</p>
Personal qualities	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p>