

## Job Description

**Job title:** Higher Level Teaching Assistant (HLTA)

**Reports to:** Headteacher

**Pay Scale:** APT&C Scale 5 spine point 12-15

### Overall Job purpose:

- To compliment the work of teachers by delivering whole class learning to ensure that all pupils make excellent progress.
- To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.
- To work with class teachers to raise the learning and attainment of pupils.
- To promote pupils' independence, self-esteem and social inclusion.
- To give support to pupils, so they can access the curriculum, take part in learning and experience a sense of achievement.

### Principal Duties and Responsibilities

#### Teaching and learning:

- To cover and lead class teaching, as and when appropriate.
  - Direct the work, where relevant, of other adults in supporting learning.
  - Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
  - Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
  - Use effective behaviour management strategies consistently in line with the school's policy and procedures
  - Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a calm and safe learning environment
  - Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
  - Observe pupil performance and pass observations on to the class teacher
  - To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.
  - To work within the schools agreed procedures, specifically in relation to safeguarding, teaching and learning, inclusion and behaviour policies.
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- To provide objective and accurate feedback to teachers and reports, as required, on pupil achievement, progress, and other matters, using agreed procedures.
- To establish productive relationship with pupils and the setting of high expectations.
- To carry out all duties of the post, in line with the School and Trust's equal opportunities policy.
- To work within the school's health and safety policies/procedures
- Undertake any other relevant duties given by the class teacher on senior leadership team.

### **Planning:**

- Contribute to effective assessment and planning by supporting the marking, monitoring, recording and reporting of pupil performance and progress as appropriate
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

### **Working with colleagues and other relevant professionals:**

- Communicate effectively with other staff members and pupils, and with parents and carers (where necessary) under the direction of the class teacher and senior leadership team
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
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- Make a positive contribution to the wider life and ethos of the school
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's professional development conversation procedures
- To uphold the school and Trust's ethos, policies and practices, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- The HLTA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- The HLTA will attend PDMs and support at whole school events such as Fayres.

### **Safeguarding:**

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

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## Person Specification

Criteria	Essential	Desirable	How tested
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate in Supporting Teaching and Learning in Schools, Diploma in Childcare and Education, or a willingness to work towards a qualification, if not already held</li> <li>• Level 2 Qualification in English and maths</li> </ul>		Application  Documentation
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of planning and/or leading teaching and learning activities (whole class or groups)</li> </ul>		Application  Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of effective teaching methods</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with</li> </ul>	Application  Interview

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	<ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>	the SEND code of practice	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Confidence and initiative</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Punctual, dependable and trustworthy</li> </ul>		Interview

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