



Job Title: Higher Level Teaching Assistant (ARP) - HLTA in Alternative Resourced Provision

Responsible to: ARP Teacher, SENCos, Head Teacher

Salary: Scale 6 – Point 12 - 17

Purpose

Our core purpose at Longwood ARP is to deliver highly effective teaching and learning which has been specifically designed for autistic learners with significant learning difficulties. You will work with autistic children who need extra support, or require an advanced programme of learning, in order to reach their full educational potential.

As an HLTA, you will

- complement and support the ARP Teacher in the teaching of 1:1 or small groups of pupils in daily learning activities
- manage the alternative provision when the ARP Teacher is off-site, deploying staff as appropriate, tracking their progress and being the main point of contact for all external providers
- organise and running the classroom, deploying staff as appropriate, supervising students and supporting them with work.
- provide students with appropriately differentiated learning tasks and interventions
- track the children's progress in learning and communication, supporting the ARP Teacher, SENCo and lead to assess and set new outcomes.

Duties and responsibilities

Support for pupils

- To help train pupils in the TEACCH approach necessary for learning by communicating clearly and effectively with them and through visuals, gesture, communication boards, Makaton. This will include the effective use of ICT to support pupils' learning.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.



- To assist with preparation for inclusion in mainstream or whole school activities and events such as Sport's Day, as appropriate for each individual child.

Support for ARP Teacher

- To plan and undertake a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- In liaison with the ARP Teacher, devise and prepare learning activities which support and extend the learning for each child from their starting points.
- To assist the ARP Teacher to track all learning and interventions and ensure they are meaningful and purposeful, evaluating pupils' progress through a range of monitoring and assessment activities.
- To support and work with the ARP Teacher/SENCO and Director of Inclusion to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals/ interventions and strategies in line with EHCP outcomes if necessary.
- To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
- To support expectations of pupil attitude and behaviour and assist in providing a calm environment which meets each child's sensory and communication needs so maintaining a purposeful, orderly and supportive environment for pupils' learning.

Support for the Academy

- To work collaboratively with colleagues as part of a professional team, in particular the ARP Teacher and other Learning Support Assistants (LSAs);
- To attend staff and management meetings as required.
- To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
- Ensure compliance with and application of current legislation and school policies to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.



- Ensure compliance with and application of the academy’s requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.

The above responsibilities and expectations are neither exclusive nor exhaustive and the HLTA may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.

The HLTA reports to:

ARP Teacher

SENDCo

Headteacher

Signed:

Name:

Date: