



## ASHMOLE PRIMARY SCHOOL

### JOB DESCRIPTION

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA) – Supporting and Delivering Learning (Level 4)
<b>Responsible to:</b>	Class Teacher
<b>Responsible for:</b>	Teaching Assistants
<b>Grade:</b>	Scale 6

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### **Main Purpose**

To complement the professional work of teachers by taking responsibility for the delivery of agreed learning activities under an agreed system of supervision. This may involve some planning and preparation as well as delivering learning activities for individuals/groups or short term for whole classes as well as monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. This may include responsibility for the management and development of a specialist area within the school which could include addressing the needs of pupils who need particular help to overcome barriers of learning.

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### Main Responsibilities and Duties

#### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- 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 Teachers

- 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 providing 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, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, 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
- 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
- Be responsible for the provision 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
- Attend and participate in relevant meetings both during and after the school day as required

#### **Line Management Responsibilities where appropriate**

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

#### **Equal Opportunities**

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations

#### **Safeguarding**

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

#### **Health and Safety**

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

#### **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

To undertake such other duties that may be required to meet the needs of the service.

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### Person Specification

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working with children of relevant age in a learning environment</li></ul>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"><li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</li><li>• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</li><li>• Training in relevant learning strategies e.g. literacy</li><li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Can use ICT effectively to support learning</li><li>• Full working knowledge of relevant policies/codes of practice/legislation</li><li>• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies</li><li>• Good understanding of child development and learning processes</li><li>• Understanding of statutory frameworks relating to teaching</li><li>• Ability to organise, lead and motivate a team</li><li>• Constantly improve own practice/knowledge through self-evaluation and learning from others</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li></ul>