



## Job Description

<b>POSITION:</b>	Higher Level Teaching Assistant (HLTA)
<b>REPORTS TO:</b>	Deputy Head Teacher

This job description may be amended at any appropriate time, following consultation between the Headteacher and the post holder and will be reviewed annually.

### Key Purpose of the role

To complement the professional work of teachers by taking responsibility for agreed learning activities. To support pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. subject leader release, PPA time or covering short term absence. HLTA may also be directed to take a class for an extended period of time or for a regular cover arrangement.

### Knowledge and understanding

- Have an up to date working knowledge of the National Curriculum and the Agreed Syllabus for RE as well as relevant supporting documents.
- Understand how a pupil's learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Make effective and efficient use of ICT for classroom and management support.
- Be familiar and keep up to date with the school's policies and procedures as outlined in policy documents including Health and Safety and Child Protection Policies.
- Be familiar with the school's SEND Policy.

### Communication and engagement with children and their families

- Maintain constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school links with support and direction from the class teacher.
- Provide advice and guidance for colleagues as required and appropriate.
- Develop and use effective communication systems appropriate to the audience.
- Provide support and encouragement to children.

### Teaching Learning and Class Management

- Within an agreed system of supervision plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work with the school's agreed Behaviour Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Participate in the marking of pupils' work and accurately record achievement/progress.
- Encourage children to value their experiences and knowledge.

### **Safeguarding and promoting the welfare of the child**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

### **Multi agency working**

- Play an appropriate part in establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils, when appropriate.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and families.

### **Sharing information**

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Use clear language to communicate information unambiguously to others including children, young people, their families and carers.
- Liaise between managers/teaching staff and teaching assistants in the school.
- Attend staff meetings, training days and management meetings by agreement with the Headteacher.

### **Administration**

- Organise and manage an appropriate learning environment and resources.
- Use ICT to advance pupils' learning, use common ICT tools for own and pupils' learning.
- Support the management and the team of support staff working across the school.

## Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Actively engage with the annual appraisal process.

## Special conditions of service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with the need to obtain an enhanced DBS check; all offers of employment are subject to the satisfactory outcome of such a check.

## Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equalities Policy and objectives.

***The school promotes equality and actively challenges all gender, racist, disablist, homophobic and transphobic language and behaviour.***

Date of issue: .....

Signature of Post holder: .....

Signature of Head Teacher: .....