

JOB DESCRIPTION

Job Title	Higher Level Teaching Assistant
Band/Job Group	Band E
Hours	37
Special Conditions	
School	Albright Education Centre
Responsible to	Head Teacher

Job Summary

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or co-ordinating other teaching assistants including allocation and monitoring of work.

Additional duties and responsibilities

1. **Support for Pupils**

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Develop and Implement IEPs, as necessary.

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.

2. 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 lessons plans, work sheet, plans etc.

3. 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.

4. Support for the School

Comply with and assist with the development of policies and procedures relating to child protection, health and 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.

Deliver out 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.

5. Extra responsibilities

Co-ordinate other teaching assistants.

Liaise between managers/teaching staff and teaching assistants.

Hold regular team meetings with SENCO and teaching assistants.

Represent teaching assistants at teaching staff/management/other appropriate meetings.

6. To participate in the operation of the Council's Personal Performance Development Scheme.

7. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

8. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

9. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.



PERSONNEL SPECIFICATION

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Hours/Weeks	37
Special Conditions	
School	Albright Education Centre
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Sickness Absence and Disability	<p>Candidates should have less than 3 absences in the last 6 months, not more than 6 days absence in the last six months, or should not have been absent for more than six consecutive weeks over the 6 months period prior to the closing date for the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	HLTA qualification (please send copy of your certificate with your application form)
Experience	<p>Experience of working with KS2 pupils and/or KS3/KS4 pupils.</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues, specifically safeguarding.</p>
Training	<p>Willing to undertake training as necessary</p> <p>Commitment to own personal development</p>
Special Knowledge	<p>An understanding of child development including specific issues, ie; mental health</p> <p>An awareness and understanding of parental involvement in raising pupil achievement</p>
Circumstances	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post</p> <p>Ability and willingness to undertake occasional work outside of school hours as required work</p>

Disposition	<p>Able to work with parents/carers and children in supportive, non-judgemental manner</p> <p>Able to lead a team of support staff</p> <p>To be reliable, organised, able to work effectively and innovatively.</p> <p>Flexible approach to working</p> <p>Ability to maintain accurate records</p> <p>To maintain confidentiality at all times</p> <p>Ability to work on own initiative</p>
Practical and Intellectual Skills	<p>Able to communicate effectively (orally and in writing)</p> <p>Ability to use IT technology</p> <p>Ability to maintain accurate records</p>
Legal Requirements	Enhanced DBS Check for Regulated Activity