



HLTA Job Description

POST TITLE: HIGHER LEVEL TEACHING ASSISTANT

LOCATION: Stevenage ESC

PURPOSE OF THE JOB

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students and school policies and strategies.
- To cover teachers' lessons in their absence when necessary.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to cover whole classes during the short-term absence of teachers.
- To provide support for students, the teacher and the school in order to raise standards of achievement for all students by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.
- To provide TA support for lessons when not fulfilling the HLTA role.

Main Duties

Planning

1. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
3. Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with schools policies and procedures.

Teaching and Learning

1. Within an agreed system of supervision and within a pre-determined lesson framework, teach one to one or small groups as required.
2. Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students.
3. Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
4. Be aware of and support difference, and ensure all students have equal access to opportunities to learn and develop.

5. Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.
6. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
7. Organise and safely manage the appropriate learning environment and resources.
8. Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
9. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
10. Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

1. With teachers, evaluate students' progress through a range of assessment activities.
2. Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
4. Assist in maintaining and analysing records of students' progress.
5. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
6. Support the teaching staff with reporting students' progress and achievements at parents meetings which are usually held outside school hours.
7. Reporting to stakeholders.

Mentoring, Supervision and Development

1. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
2. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
3. Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement school child protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
4. Provide support and assistance for children's pastoral needs.
5. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school community links.
6. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Other

1. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
2. To promote the safeguarding of children.
3. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
4. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
5. To undertake other duties appropriate to the post that may reasonably be required from time to time.
6. Any other duties required by the class teacher, Deputy Head, or the Heateacher, which is within the scope of this post.

Hours of work

33.5 hours per week, Term time plus INSET (39 weeks per year)
Monday, Wednesday, Thursday and Friday: 8.15am – 3.15pm
Tuesday: 8.15am – 4.15pm