

Job Description

Higher Level Teaching Assistant at Pathways School , New Road Dagenham RM10 9NH

Job title : HLTA

Scale : 6

Salary : £32,925.00 to £33,957.00 pro rata

Hours : 35 hours per week for 39 weeks per year .

Purpose of the Job

- To support the learning and emotional development of children as directed by class teachers, in line with the school's vision, policies and schemes of work.
- To share in the responsibility for the well being of all the children.
- To lead, in consultation with the Senior Leadership Team, the development of the Teaching Assistant team to further their impact on children's learning.
- In the role you will be working with whole classes, smaller groups and individuals.
- Take a leading role in the effective running and development of the high needs therapeutic school
- To work with high needs pupils at Pathways School and within the local community
- To support the Therapeutic team with the tracking and monitoring of Therapeutic school pupil progress

Equal Opportunities

Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policy in their work.

Duties and Responsibilities

A - Professional Standards

1. To build and maintain successful relationships with children, treat them consistently, with respect and consideration, and be concerned for their development as learners.
2. To demonstrate and promote the positive values, attitudes and behavior expected from the children at all times.
3. To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
4. To liaise sensitively and effectively with parents and carers, recognising their roles in childrens' learning.
5. To improve your own practice, including through observation, evaluation and discussion with colleagues.
6. To work closely with the school Therapeutic team and develop a toolkit of SEMH interventions to support pupil progress

The following teaching and learning activities in sections B to E should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the head teacher. The sentences in *Italics* are “specified work” which may happen in the absence of the teacher from the classroom. However the original class teacher remains responsible for its pupil’s progress.

B - Planning and Expectations

1. Contribute effectively to teachers’ planning and preparation of lessons.
2. *Planning and preparing lessons for pupils.*
3. Work within a framework set by the teacher; plan your role in lessons including how you will provide feedback to children and colleagues on pupils’ learning and behavior.
4. Contribute effectively to the selection and preparation of teaching resources that meet the diversity of children's needs and interests.
5. Contribute to the planning of opportunities for children to learn in out-of-school contexts, in accordance with school policies and procedures.
6. Support pupils who are learning in the community and at Therapeutic school

C - Monitoring and Assessment

1. Support teachers in evaluating children's progress through a range of assessment activities.
2. *Evaluate children's progress through a range of assessment activities.*
3. Monitor children’s responses to learning tasks and modify your approach accordingly.
4. Monitor children’s participation and progress, providing feedback to teachers, and giving constructive support to children as they learn.
5. Contribute to maintaining and analysing records of children’s progress. 6.

Maintain and analyse records of children’s progress

7. Assessing the development, progress and attainment of children.
8. *Reporting on the development, progress and attainment of children..*
9. Assist in managing children’s data by gathering information, inputting data and considering results.

D - Teaching and Learning Activities

1. *Delivering lessons to pupils including 1-2-1 literacy and numeracy at school, in the the therapeutic school and in the community*
2. Use clearly structured teaching and learning activities that ensure you maintain interest and motivate children, and advance their learning.
3. Communicate effectively and sensitively with children to support their learning.

4. Promote and support the inclusion of all children in the learning activities in which they are involved.
5. Use behavior management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
6. Advance children's learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
7. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
8. Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
9. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

E – Supervision

1. To provide first line supervision of Teaching Assistants.
2. To provide guidance to Teaching Assistants, including role modelling and supporting their training and assisting in assessing needs.
3. To represent Teaching Assistants at meetings, ensuring their role is included in the planning of work and the achievement of school aims.
4. To assist in managing pupil data by gathering information, inputting pupil data and considering the results.
5. To undertake Performance Management of staff supervised

F – Other

1. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
2. To supervise children during breaks and/or lunchtimes if required.
3. Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
4. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
5. Other appropriate duties relevant to the post and within the grading and competency of the postholder as reasonably required by the Head Teacher.