**Post: HLTA**

**Location: Academy based**

**Salary: Grade 6, scale point 20 - 25**

**Contract: Academy**

**Status: Term Time Only Time – 39 weeks per year**

**Hours: 37 FTE, Permanent**

**Reports to:**

**Purpose of the role**

* To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.
* To support teaching staff in the development and education of children including taking management responsibilities for other teaching assistants.

**Higher Level Teaching and Learning duties**

* Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.
* Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary.
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
* Provide specialist support e.g. SEN, EAL or in a particular learning area.
* May be involved with organising and implementing individualised development plans for pupils e.g. IEPs, including attending reviews.
* May provide short term cover supervision of classes.

**Resources**

* May be responsible for the monitoring and maintenance of a limited range of stocks/resources.
* May be responsible for presenting displays.

**Exams, educational visits and other supervision**

* May invigilate exams and tests.
* May assist escorting pupils on educational visits.
* May assist with break time supervision including facilitating games and activities.

**Personal and welfare support**

* May assist pupils with dressing, hygiene and eating whilst encouraging independence.
* Support pupils in their personal, emotional and social development.
* May provide pastoral support to pupils e.g. as head of year or tutor group.

**Systems, policies and procedures**

* May contribute to the development of policies and procedures.
* Responsible for the careful and safe use of equipment.
* Responsible for the safety and wellbeing of pupils in the classroom.

**Team involvement**

* May supervise other teaching assistants or allocate day to day work to other staff.

**Building professional relationship**

* Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
* Support the role of parents/carers in pupil’s learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.
* May liaise with external agencies on a regular basis.

**Record keeping and information management**

* Assess, record and report on pupil development, progress and attainment.

**Problem solving and decision making**

* There is a need to interpret information and situations and may respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems.

**Knowledge, skills and experience**

* NVQ level 3 in related area or equivalent experience plus additional knowledge in specialist area.
* Working at or achieved Higher Level Teaching Assistant Status.
* Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area.
* Knowledge of behaviour management techniques.
* Some experience of planning, preparing and delivering specified work to classes.
* Competent in the use of ICT in all aspects of the role.
* Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area.

**Physical demands and working conditions**

* May be required to stand for long periods and or work in awkward positions e.g. low chairs.
* Some exposure to unpleasant conditions e.g. noise, outdoor working.

**General**

* Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
* To ensure their tasks are carried out with due regard to Health and Safety
* To participate in appropriate professional development including adhering to the principle of performance management.

**Flexibility Clause**

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Fluency in English**

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.