

Higher Level Teaching Assistant - Job Description

Reports to: Head of School

Date: January 2023

Grade: Range 6

Job Purpose

To work with teachers to organise and deliver teaching and learning for classes across Early Years, KS1 and KS2. The primary focus is to undertake specified work with whole classes, groups and individuals in agreement with the class teacher

Duties and responsibilities:

- Research, prepare and deliver specified learning activities to whole classes, groups and individuals across all phases, modifying and adapting activities as necessary under the direction of the teacher
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate in order to respond to the needs of the pupils in the class – share any changes to the plans with the class teachers
- Speak to the class teachers about the learning of the children whilst covering the class – using formative assessment, identify any difficulties the pupils had and which pupils require additional support in the concepts
- Assess the needs of pupils and use knowledge and appropriate pedagogy to support pupils' learning
- Use 'live marking' to respond to pupil's learning, supporting them to progress forward
- Liaise with class teachers about any matters of concern
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Attend staff meetings
- Liaise with Class Teacher for any pupil information, routines for dismissal and registration
- Application of SEND strategies and behaviour policies
- Work collaboratively with class staff, AHT and Community Lead.

In this role you may also undertake some or all of the following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Be responsible for pupils who are not working to the normal timetable when needed
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Flexibility to support in school life such as; lunch or dinner duties, last minute cover, possibly across the trust.

CPD

- Engage in CPD
- Reflect on your practice and develop yourself professionally
- To continue with own professional development, that will be supported by the Trust, such as attending training, and implementing new skills and knowledge in the classroom.

Person Specification		
Education	Maths and English GCSE grades A*- C (or equivalent)	Essential
	Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA	Essential
Experience	At least 2 years successful relevant experience of working with children of relevant age within a learning environment	Essential
Experience	At least 3 years successful relevant experience of working with children across all Key Stages	Desirable
Skills & experience	Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.	Essential
Knowledge	Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant schemes of work	Essential
	Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	
Other professional qualities	<ul style="list-style-type: none">• The ability to show initiative and prioritise.• Excellent communication skills.• A keen eye for detail.• An expectation of high standards.• The ability to act with professionalism and integrity.	Essential

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually or when necessary.

Declaration

I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

Signed:

Date:

Signed: Head of School

Date.....