

## Higher Level Teaching Assistant Job Description

<b>Team:</b>	Hospital and Outreach Education
<b>Responsible to:</b>	Senior Leadership Team and Leaders of Learning
<b>Supervisory responsibility:</b>	None

### Main purpose of the job:

- To contribute to statutory duties for pupils with complex medical and mental health needs by providing direct support to individual or small groups of pupils
- To support teaching staff and schools by working with designated pupils with complex medical and mental health needs in order to contribute to their physical, social, emotional and intellectual well-being and integration back to school.
- To teach small groups of pupils as directed by the teachers and Leader of Learning
- To support reintegration of pupils back to their main school or other identified placement
- To uphold the HOE core values

### Duties and Responsibilities:

- To work within the ethos, philosophy, objectives, guidelines, policies and protocols of HOE
- To contribute to the physical, social, emotional and intellectual well being of designated pupils being supported by HOE.
- To work independently and as part of a team under the direction of the Leader of Learning, Deputy Head or Head Teacher to support and promote learning, ensuring equality of opportunity and enabling access to assessments, appropriate educational activities or integration programmes
- To act as 'core worker' for specific pupils
- To liaise and work collaboratively with professionals in the education and health services
- To carry out all duties in accordance with HOE policies ensuring that reasonable care is taken of yourself and other persons at all times
- To be responsible for your own personal safety
- To follow all HOE procedures for Safeguarding and Child Protection as laid out in our Child Protection and Safeguarding Policy on [our website](#)
- To seek the support and guidance of other staff when issues lie outside your knowledge base or experience
- To work in partnership with other external agencies to ensure a coordinated high

quality support and provision for all pupils

- To prepare reports and keep records as requested
- To undertake from time to time other duties as directed by the Leader of Learning, Deputy Head or Head Teacher.
- To take part in the HOE internal supervision and performance management process

**Specific:**

- To support the learning of pupils with physical and mental health conditions. This may be whilst they are at any of our teaching locations or in the community, according to need as identified by senior leaders
- To work with pupils across key stages individually and in small groups, ensuring access to appropriate education activities and resources, including the enriched curriculum
- To ensure a welcoming and stimulating learning environment through contribution to high quality displays
- To support the integration of pupils back to their home education settings
- To welcome pupils into the teaching area
- To work with pupils of all academic abilities and any special educational or medical/mental health needs
- To support pupils to access ICT safely for learning and communication
- To order resources and stock as directed by the Leader of Learning
- To undertake assessments and individual and small group teaching sessions, under the direction of the Leader of Learning
- To support pupils in accessing a range of opportunities according to their Individual learning plan
- To prepare resources for assessments and learning
- To contribute to pupil progress by input into pupil records
- To keep accurate clear and informative records of pupils' learning including evaluations
- To ensure the smooth running of the teaching areas at the units and effective housekeeping arrangements, routine administration tasks, filing, storage of resources, updating internal databases etc
- To answer the phone and take accurate messages where necessary
- To process the reprographics needs of the teaching team
- To invigilate examinations
- To catalogue, prepare, issue and maintain equipment and consumable materials
- To plan and deliver the Arts Award as appropriate.

**Other:**

- To undertake from time to time other duties as directed by the Leaders of Learning, or Senior Leadership

**Personal and professional conduct:**

A Higher Level Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a HLTA's career.

TAs uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Ensuring that they have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- HLTAs must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of The Trust and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually

Signature of post holder		Date	
Signature of Headteacher		Date	