

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Grammar School</b>
<b>Department:</b>	<b>SEND</b>
<b>Post:</b>	<b>Higher Level Teaching Assistant</b>
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>SENDCo</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Job</b>	
<p>The Higher Level Teaching Assistant (HLTA) will work under the supervision of the SENDCo and the direction of each classroom teacher regarding all matters relating to the learning support of a designated learner(s) or groups.</p>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Make an effective contribution to the management and learning of individual, small group and class groups of learners.</li> <li>● Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</li> <li>● Provide literacy support to learners including; reading, phonics and support with dyslexia.</li> <li>● Plan from the teachers framework and to implement a range of purposeful learning activities.</li> <li>● Support the teacher in monitoring and evaluating learners' progress and achievements using a range of assessments as agreed.</li> <li>● Cover teachers' planning, preparation and assessment time by teaching the class specific subjects, as agreed with the Headteacher.</li> <li>● Support by covering classes, in the short term, for teacher absences.</li> <li>● Assess the needs of learners and use detailed knowledge and specialist skills to support learners' learning.</li> <li>● Consistently support learners whilst recognising and responding to their individual needs.</li> <li>● Encourage learners to interact and work cooperatively with others and engage all learners in activities.</li> </ul>	



- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to learners in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources.
- With an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within an established positive behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Higher Level Teaching Assistant</b>	<b>Grade: 9</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential / Desirable</b>	<b>Method of assessment</b>
Level 4 Higher Level Teaching Assistant (HLTA) qualification or equivalent	Essential	Certificates
Minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English.	Essential	Certificates
Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Good developed IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to	Application Form/



think creatively when presented with varied requests and to know when to refer on to colleagues.	Selection Process
Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process