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**JOB DESCRIPTION**

**Higher Level Teaching Assistant: Secondary**

**Main Duties**

* Delivering literacy, numeracy and other SEND interventions to Secondary pupils.

**Planning**

1. Plan and prepare interventions and tutorials with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

**Teaching and Learning**

1. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes, small groups or tutorials.
2. Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
3. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
5. Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
6. Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

1. With teachers evaluate pupils’ progress through a range of assessment activities.
2. Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
4. Assist in maintaining and analysing records of pupils’ progress.
5. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific pupils.

**Mentoring, Supervision and Development**

1. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training
2. Support and guide other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants.

**Other**

* To undertake other duties appropriate to the post that may reasonably be required from time to time
* Any other duties required by the Teaching Lead, or Assistant Principal, SEND.

**Person Specification**

|  | **CRITERIA** | **E**ssential / **D**esirable |
| --- | --- | --- |
| **Personal Qualities** | Strongly self-motivated and personally resilient | E |
| Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness | E |
| Passionate about fostering a love of learning | E |
| Strong intellect underpinned by a clear moral compass, instinct and intuition | E |
| Conscientious and diligent work ethic | E |
| High expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults | E |
| Professional Dispositions | Commitment to the Academy’s Christian ethos and educational purpose | E |
| Pro-active in using initiative | E |
| Creative, constructive, insightful and innovative approach to problem-solving | E |
| Willingness to take a hands-on approach as necessary | E |
| Ability to work under pressure, prioritising own workload | E |
| Flexibility, on occasions and within reason, in approach to working hours | D |
| Evidence of learning beyond the workplace | D |
| Qualifications | 5 GCSEs or equivalent A\*-C, including Maths and English at C or higher | E |
| A-levels or equivalent.  Degree or similar level vocational / professional qualifications | D |
| Higher Level Teaching Assistant (HLTA) qualification or similar | D |
| First Aid Qualification | D |
| **Experience** | Able to work effectively as part of a team | E |
| Experience of working in a Secondary School. |  |
| Teaching/ leading literacy and numeracy interventions | E |
| Teaching or supporting the teaching of early reading | D |
| Working with and supporting students in a classroom environment | E |
| Experience of teaching whole class groups | E |
| Experience of supporting students with Literacy difficulties and Dyslexia | E |
| **Knowledge** | Excellent Literacy skills | E |
| Sound knowledge of Safeguarding | E |
| Competent in using Microsoft applications (esp. Word, Excel, PowerPoint) | E |
| Ability to plan, organise and prioritise effectively | E |
| **Communication skills** | Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally. | E |
| Complete discretion and confidentiality | E |