

Hazeldene School

Higher Level Teaching Assistant

Job Description and Person Specification



JOB DESCRIPTION

Post:	Higher Level Teaching Assistant
Responsible to:	Deputy Headteacher/Classroom teacher/Headteacher/Senior Leadership Team
Grade	4A points 11-15
Job purpose:	To work as part of a professional team to support the work of teachers in raising standards of pupil achievement

MAIN RESPONSIBILITIES:

To work with class teachers to raise the learning and attainment of pupils. Promote pupils' independence, self-esteem and social inclusion and give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties

Teaching and Learning

- Cover and lead class teaching (under supervision) as and when appropriate.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Direct the work, where relevant, of other adults in supporting learning
- Assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- Maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.

- Support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Deputy Headteacher.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. This will include contributing to the development of Pupil Passports and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons.
- Undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

Working with staff, parents/carers and relevant professionals

- Attend staff and management meetings as required and where appropriate act as spokesperson for teaching assistants.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.

General

- To attend relevant in-service and external training as and when required.
- To administer first aid or carry out simple medical procedures in line with School procedures.
- To attend and contribute to all school meetings as directed by the Headteacher or Deputy Headteacher.
- To develop activities to promote social interactions between pupils during break times.
- To successfully complete Safeguarding/first aid/paediatric/food hygiene training as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/ Qualifications	Satisfactory completion of HLTA training or teaching qualification GCSE English and Maths (grades A*-C) or equivalent.	
Experience	Minimum of 2 years' experience as a teacher or teaching assistant, within the last 5 years in Upper KS2.	Experience of supervising others.
Skills/ Knowledge/ Aptitude	<p>Understanding of strategies for teaching and learning.</p> <p>Understanding of the national curriculum including foundation subjects.</p> <p>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</p> <p>Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.</p> <p>Ability to contribute to planning and preparation of lessons and teaching materials.</p> <p>Ability to contribute to assessment and monitoring of pupil progress.</p> <p>Good communication and interpersonal skills.</p> <p>Good organisational and time management skills.</p> <p>Ability to work collaboratively with teachers and others.</p> <p>Ability to supervise others effectively, as required.</p> <p>Ability to take responsibility and work with autonomy within set boundaries.</p>	Experience of current KS2 tests/assessment procedures
Motivation	<p>Willingness to undertake further professional training, as appropriate.</p> <p>Commitment to raising standards.</p> <p>Commitment to equality principles.</p>	
Physical	Ability to meet physical needs of pupils.	
Other	<p>Willingness to undertake First Aid training</p> <p>Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.</p>	Current First Aid Certificate

Commitment

- A commitment to uphold the school's vision, values and staff code of conduct.
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and adhering to whole school policies, procedures and standards
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: **June 2024**

Next review date: **reviewed at each appraisal**

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____