



## Job Description for Higher Level Teaching Assistant

Higher Level Teaching Assistant role:

### Support for the Pupils/families

- Assess, manage and deliver pastoral and learning support.
- Provide feedback to pupils in relation to progress and achievement.
- To work with pupils, understanding how to motivate and encourage them to achieve and develop.
- To work with the Inclusion Managers and teachers to develop and implement IEPs, SEND Passports, and behaviour mentoring plans.
- To understand the individual needs of children and be responsible for advising them on social, health and hygiene development.
- To deal with minor incidents and the health and hygiene of the children and where necessary, escort them home.
- Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.
- To read with individual children and groups and complete reading records as directed by the class teacher.

### Support for the Teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment.
- To record the progress of children through exams and tests.
- To feedback the achievements of pupils to colleagues through the agreed monitoring systems.
- To report on pupil achievements and adjust their work as necessary.
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in pupils learning,
  - providing constructive feedback on pupil's progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links.
- To take a lead role in planning, development and organisation of systems/procedures/policies.
- To lead on developing behaviour strategies. To be proactive in managing behaviour to promote self control, independence and integration.
- To provide other administrative support including dealing with photocopying, correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls etc and liaison with relevant bodies (for example, feeder schools).
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- To work in partnership with the reception class teacher to support the school induction programme. This may include contributing to parents evening as appropriate.
- To accompany teachers and classes on educational visits.
- To work with the class teacher in dealing with finished work and preparing displays and filing work
- To work with small groups of children and to take responsibility for their learning.

### Support for the School

- To undertake line management responsibilities where appropriate including:
  - Manage other Teaching Assistants
  - Liaise between managers/teaching staff and Teaching Assistants



- Hold regular team meetings with managed staff
- Represent Teaching Assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other Teaching Assistants
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Contribute to the identification and running of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Lead for the whole school in specialist area and share expertise and skills with others.
- Be responsible for the provision and delivery of out of school learning activities for example, clubs, extra-curricular activities within guidelines established by the school.
- Attend and participate in regular meetings, and in training and other activities as required.
- To assist in the general care of the school environment by undertaking tidying of general areas (staff room, fridge etc).
- To assist with children at the beginning and end of the day and in the playground as required.
- To attend meetings with line managers as required.
- To promote equal opportunities at all times.
- To work with the Line Manager about timetable arrangements, and when appropriate, be responsible for arranging cover when Teaching Assistants are absent.
- To work with the lead teacher for Teaching Assistants in supporting and maintaining the appraisal system for Teaching Assistants.
- To undertake the invigilation of tests.

### **Support for the Curriculum**

- Be responsible for the management of stock levels and for the maintenance/quality/safety of specialist equipment.
- Within an agreed system of supervision, deliver learning and teaching activities and adjust these where necessary.
- Actively investigate courses and activities outside of the school.
- Advise, demonstrate and assist in the safe and effective use of specialist equipment/materials, including use of ICT.
- Determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Deliver local and national learning strategies for example, literacy, numeracy, early years and make effective use of opportunities provided by other learning support activities to support the development of pupil's skills.

### **Special Educational Needs**

- Determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupil's interests, language and cultural backgrounds.
- Take a lead role in the provision of support for children with special needs.
- Establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils.
- To work co-operatively with other members of staff, attending half-termly meetings with the Head and/or Deputy Head Teacher.



## HLTA Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>The Higher-Level Teaching Assistant should:</p> <ul style="list-style-type: none"> <li>• Have HLTA status [or qualified teacher experience]</li> <li>• Be able to demonstrate levels of numeracy and literacy to GSCE [A-C / 4-9]</li> </ul>	<p>In addition, the Higher-Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> <li>• Other relevant qualifications (e.g. Foundation Degree in Education)</li> <li>• Training in relevant strategies e.g. literacy / numeracy</li> </ul>
<b>Experience</b>	<p>The Higher-Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> <li>• Working with pupils in school for a minimum of 2 years</li> <li>• Working with children who have special educational needs/EAL</li> <li>• Planning and teaching individuals, groups and whole classes</li> <li>• A good awareness of inclusion, especially within a school setting</li> </ul>	<p>In addition, the Higher-Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> <li>• leading and managing other support staff</li> <li>• Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)</li> </ul>
<b>Knowledge and Understanding</b>	<p>The Higher-Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• HLTA Standards</li> <li>• Relevant policies, codes of practice and legislation including safeguarding</li> <li>• the National Curriculum particularly literacy and numeracy</li> <li>• behaviour management strategies</li> </ul>	<p>In addition, the Higher-Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> <li>• Multi agency working</li> <li>• First Aid</li> </ul>
<b>Skills</b>	<p>The Higher-Level Teaching Assistant will:</p> <ul style="list-style-type: none"> <li>• Have effective oral and written communication skills</li> <li>• Form effective professional relationships including team working</li> <li>• Have good organisational and time management skills</li> <li>• Have sound ICT skills</li> <li>• Be able to demonstrate the HLTA standards</li> <li>• Be able to plan effective activities for pupils at risk of underachieving;</li> <li>• Develop their knowledge through the evaluation of their own learning needs;</li> <li>• Be able to work independently;</li> </ul>	<p>The Higher-Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> <li>• Use coaching and mentoring skills with adults and pupils</li> <li>• Demonstrate leadership and line management skills</li> </ul>



	<ul style="list-style-type: none"> <li>• Remain calm under pressure and be able to adapt to change quickly</li> <li>• Provide detailed and regular feedback to teachers on children's achievements and progress</li> <li>• Assist with the development and implementation of Provision Plans</li> </ul>	
<b>Skills</b>	<p>The Higher-Level Teaching Assistant will:</p> <ul style="list-style-type: none"> <li>• Have effective oral and written communication skills</li> <li>• Form effective professional relationships including team working</li> <li>• Have good organisational and time management skills</li> <li>• Have sound ICT skills</li> <li>• Be able to demonstrate the HLTA standards</li> <li>• Be able to plan effective activities for pupils at risk of underachieving;</li> <li>• Develop their knowledge through the evaluation of their own learning needs;</li> <li>• Be able to work independently;</li> <li>• Remain calm under pressure and be able to adapt to change quickly</li> <li>• Provide detailed and regular feedback to teachers on children's achievements and progress</li> <li>• Assist with the development and implementation of Provision Plans</li> </ul>	<p>The Higher-Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> <li>• Use coaching and mentoring skills with adults and pupils</li> <li>• Demonstrate leadership and line management skills</li> </ul>
<b>Other</b>	<p>The Higher-Level Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• Attend school training sessions</li> <li>• Have empathy with those facing barriers to their learning</li> <li>• An understanding of and a genuine commitment to Inclusion</li> </ul>	