

Brunswick House Primary School

Job Description: Higher Level Teaching Assistant – HLTA 2

Grade: Kent Range 7

Purpose of the Job:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key duties and responsibilities:

- 1. Plan, prepare and deliver** assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- 2. Assess, record and report** on development, progress and attainment, marking all books in line with the school's Assessment Policy and in only in direct response to the learning intention.
- 3. Liaise with staff** and other relevant professionals and provide information about pupils as appropriate.
- 4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans** as appropriate within agreed systems of supervision.
- 5. Assess the needs of pupils** and use detailed knowledge and specialist skills to support pupils' learning.
- 6. Support pupils in social and emotional well-being**, reporting problems to the teacher as appropriate.
- 7. Develop and implement Individual Development Plans for pupils** (such as Individual Educational Plans/Passports), including attendance at, and contribution to, reviews.
- 8. Support the role of parents / carers in pupils' learning and contribute to** meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- 9. Liaise with external agencies as required**
- 10. Higher Level Teaching Assistants are also expected to:**
 - Provide additional support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
 - Provide additional support to pupils where English is not their first language.
 - Provide additional support to gifted and talented pupils.

Higher Level Teaching Assistants may also undertake some or all of the following:

- Contribute to the development of policies and procedures.
- Provide short - term teaching cover for classes.
- Supervise the work and development of classroom support staff.
- Be responsible for the preparation, maintenance and control of stocks of class materials and resources.
- Provide pastoral care to pupils.
- Be responsible for pupils who might not be working to the normal timetable or age appropriate curriculum.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Invigilate exams and tests.
- Display children's work

Person Specification: Higher Level Teaching Assistant – HLTA 2

QUALIFICATIONS	<ul style="list-style-type: none">Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development.GCSE Grade 'C'/equivalent in English and mathsHLTA2 accreditation (desirable, not essential)
EXPERIENCE	<ul style="list-style-type: none">Successful relevant experience of providing cover/teaching for children of relevant age within a learning environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none">Demonstrate specialist skills that may be appropriate to 10 (a-c) above.Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful and positive learning environment.Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
KNOWLEDGE	<ul style="list-style-type: none">Requires knowledge and understanding of National Curriculum requirements, including planning, preparing and delivering programmes of learning activities to groups and classes.Detailed understanding of how pupils of relevant age group(s) and ability/ies learn; relevant learning strategies and methods.Knowledge and compliance with policies and procedures relevant to child protection and health and safety.