

**Ripplevale School  
Higher Level Teaching Assistant  
Job Description**

**Name of Post Holder:**

**Post Title:** Higher Level Teaching Assistant (HLTA)

**Post Purpose:** To work collaboratively with teaching staff and assist teachers in the delivery of lessons to class or small groups throughout the school.

To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with monitoring, assessing and managing small groups within the class. To provide support for students' welfare and all aspects of their social, emotional and communication outcomes as well as support their learning and cognition targets.

**Reporting to:** Deputy Head

**Responsible for:** None

**Liaising with:** Deputy Heads of School/Headteacher, SENCo, Teachers, & Specialists

**Disclosure level:** Enhanced

### Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, support small groups in withdrawal from the main body of the lesson.
- Provide detailed verbal and written feedback on student responses to learning activities and student behaviour to teachers and students.
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, provision plan targets and learning objectives.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Use behaviour management strategies in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- Experience of delivering literacy programmes to pupils working at a Key Stage 1 / Key Stage 2 level.
- Have experience and knowledge in supporting pupils with phonics, early reading and handwriting.

### Monitoring and Assessment

- With teachers evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.



- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations or other information to assist in the provision of appropriate support for specific children.
- Contribute to reports of students' progress.

### **Mentoring, Supervision and Development**

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Liaise between managers/teaching staff, multi agencies and LSAs.
- Represent LSAs at teaching staff/management/other appropriate meetings
- Undertake induction/ training/mentoring for other Learning Support Assistants

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- Provide and assistance to students' pastoral needs.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Supervise students at times other than during lessons according to the school's duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

### **Child Protection & Safeguarding**

- To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies, which contain the names and points of contact for all relevant agencies.
- To participate in all Child Protection & Safeguarding training required by the school.
- To immediately report any incidents of a child protection/safeguarding nature via the schools online safeguarding reporting software (training will be given) or to be speak with the Designated Safeguarding Lead or a member of the Safeguarding Team
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.



**Other**

- Any other duties required by the class teacher, senior teacher, SENCo, Deputy Heads and Headteacher that fall within the responsibilities of the post.
- At all times carry out duties with due regard to the school’s Health and Safety Policy.
- To work within and encourage the school’s Equal Opportunities Policy and contribute to diversity policies.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

**Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		HLTA	
		Headteacher	