



Elaine Primary School

HLTA WITH SPECIALISED SEN EXPERIENCE JOB DESCRIPTION

TEACHING ASSISTANT: HLTA STATUS: Level 4

GRADE: C2 points 12-25 Term time only + 5 SDDs

RESPONSIBLE TO: Head of School

MAIN PURPOSE OF THE JOB

1. To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school, under an agreed system of supervision, that supports the teacher with learning outcomes.
2. To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.

SPECIFICALLY

1. To deliver learning activities that enable the development of pupils, adjusting activities according to pupil's responses/needs.
2. Responsibility for managing the planning, preparation and delivery of different initiatives and to provide high level assistance and guidance in a specialised area.
3. To support and deliver agreed learning activities whole classes/groups in the absence of the teacher.
4. To provide targeted high level support for any pupils identified by the ELT, whether individually or in groups, using activities planned by the teacher.
5. To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.
6. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against pre-determined learning objectives.
7. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.

8. To be familiar with the principles of the every child matters agenda in carrying out the duties of the post.
9. To work within the schools agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.
10. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.
11. To develop and implement IEP's and to promote the inclusion of all pupils within the classroom.
12. Promote independence using strategies to recognise and reward achievement of the schools values.
13. To establish productive relationship with pupils and the setting of high expectations and to organise and manage an appropriate learning environment and resources.
14. To effectively contribute to multi agency working to support pupil's development and liaise with parents/carers regarding pupil achievement and other associated matters.
15. To carry out any other duty as directed by the line manager and commensurate with the responsibility level of the post.