



JOB DESCRIPTION

Name:

Job Title: Higher Level Teaching Assistant (HLTA)

Responsible to: Head Teacher / Senior Leadership Team

Effective from: A.S.A.P

Key Area of Responsibilities

These are defined as:

1. Supporting the Leadership Team
2. Planning
3. Teaching and learning
4. Monitoring and Assessment
5. Mentoring, Supervision and Development
6. Behavioural and Pastoral
7. Other
 - Efficient and effective deployment of staff and resources
 - Wider professional effectiveness
 - Accountability
 - School specific responsibilities

Main Duties

1. Supporting the Leadership Team

Work with the Head Teacher and Leadership Team in:

- implementing the educational aims, policies, objectives and targets of the school;
- teaching pupils at the school;
- motivating pupils through interest, encouragement and recognition of their unique value;
- supervising whole classes on occasions during the short-term absence of teachers;
- covering short blocks of PPA for nominated teachers;
- implementing the Governing Body's policies on equal opportunities;
- safeguarding and promoting the welfare of children throughout the school, including adhering to all specified procedures;
- complying with Health and Safety policies and procedures, reporting any incidents /accidents / hazards and taking a pro-active approach to health and safety matters in order to protect both yourself and others.#

2. Planning

- Work from the teachers' planning.
- Evaluate the lesson to feed back to the teacher to allow him or her to adjust lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

3. Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Support the teaching of the National Curriculum and the RE Programme. Be familiar with lesson plans, IEP targets and learning objectives.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

4. Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

5. 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.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

6. Other

- To promote the safeguarding of children.
- To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Any other duties required by the class teacher, Deputy Head Teacher, or the Head Teacher, which is within the scope of this post.

This job description will be the subject of review at least once in each academic year and any part of it may be amended as a result of such a review or at any other time after consultation with the post holder.

Signed _____
Head Teacher
Date _____

Signed _____
Higher Level Teaching Assistant
Date _____