

HLTA

Job Description



'Striving to be the best version of ourselves every day'

Reports To:	Assistant Headteacher/EYFS Leader
Leads and Manages:	NA
Salary and Hours:	KR7 – 32.5 hours per week

Key Tasks and Responsibilities:

A Higher Level Teaching Assistant is responsible for supporting the delivery of the curriculum to all pupils including those with an additional educational need. The HLTA will support with covering lessons due to planned and unplanned absences and also PPA cover. The HLTA will be a role model to support staff.

Main Responsibilities

- 1.** To ensure all children are safeguarded within your care and know and understand systems of:
 - Assess, manage and deliver pastoral and learning support.
 - Provide PPA cover and emergency class cover for whole classes of children.
 - 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 SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans.
 - To understand the individual needs of children and be responsible for advising them on social, health and hygiene development.
 - 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.
- 2. Role of the HLTA in Support for the Teaching**
 - To work with the Leadership Team to develop lessons, work plans and the whole school learning environment for delivering learning to whole classes whether emergency cover or PPA arrangements.
 - To record the progress of children through exams and tests if necessary.
 - 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 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.

3. Role of the HLTA in Support for the School

- 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 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.

HLTA

Person Specification



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	Essential	Desirable
Qualifications	Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English.	HLTA Qualification
Training		Any NVQ Course or equivalent.
Experience	Previous work in a school/nursery/educational setting. Already a Teaching Assistant. Experience of working with children with SEND.	Already a HLTA.
Knowledge & Skills	ICT literate and able to use software to record. Knowledge and understanding of the National Curriculum.	Teaching and planning lessons from the National Curriculum.
Personal Qualities	Organised Dedicated Resilient Good time management A good sense of humour!	