



Job description

Post Title: Higher Level Teaching Assistant (HLTA) Maths and English

Purpose: To liaise with the Maths and English tutors, SEN Learning Support Assistants and other staff as appropriate in meeting the needs of individual learners. To support learners in their lessons.

Responsible to: Teaching and Learning Leader

Duties and Responsibilities

- To support learners in their lessons. This may involve planning and preparing lessons alongside associated resources.
- To identify the needs of groups of learners who have been highlighted by other Tutors as underperforming, set learning objectives and subsequently provide intervention for these learners.
- To track the progress of groups of learners who have received interventions.
- To provide feedback on progress made and areas of development.
- To input any necessary progress data into the college database.
- To cover lessons if required for absent colleagues within the college.
- To use detailed knowledge and specialist skills to support learners' learning, establishing productive working relationships, promoting inclusion and working to support learners consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all learners.
- To support the social, emotional and physical well-being of learners.
- To act as a role model.
- To understand comply with policies and procedures relating to child/adult protection, equal opportunities, health and safety, security, confidentiality, data protection, learner welfare, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.

- To contribute to the vision and values of the college and establish constructive relationships with other agencies/professionals, in order to support the achievement process, progress and social, emotional and physical wellbeing of learners.
- To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development linked to the college.
- To liaise with other staff as appropriate in meeting the needs of individual learners.
- To undertake other duties, as directed by the line manager.

Personal Specifications

- Applicants need to possess a minimum of GCSE Grade C or above in English and Maths.
- Ability to plan, prepare and deliver learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
- Strong and demonstrable commitment to safeguarding and learner support.
- Excellent interpersonal and communication skills.
- Ability to work with groups and individuals and implement change.
- Ability to work under pressure and to deadlines.
- Ability to work on your own initiative.
- Ability to work as a member of a team.
- Knowledge and understanding of Safeguarding.
- An understanding of equality and diversity issues and the ability to apply these within the learning environment.
- An understanding of the diversity of a post-16 specialist college.

Note

The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.