

**The Beacon – Higher Level Teaching Assistant**  
**Job Description and Person Specification**



<b>Job Title:</b>	Higher Level Teaching Assistant
<b>Salary range:</b>	Kent Scheme D (FTE £26,393-27,713) + SENA
<b>Responsibility to:</b>	Classroom Teacher
<b>Contract:</b>	Permanent, Term time only (pay will be pro-rata accordingly)
<b>Hours:</b>	31.25 hours per week (pay will be pro-rata accordingly)

<b>Main purpose of the role:</b>	The Primary focus of the post will be to work under the professional direction of the class teacher, as part of the professional team to support learning activities for pupils. Within an agreed system of supervision, the HLTA would plan and deliver specified learning activities to individuals, small groups and/or classes set by or with teachers and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques. The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.
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**Main duties**

<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assume HLTA responsibilities as directed by the Assistant Headteachers and meet the HLTA Standards.</li> <li>• Organise and manage an appropriate learning environment using teaching and learning objectives to plan challenging lessons/work plans as appropriate, under agreed systems of supervision, to ensure pupils development, progress and attainment.</li> <li>• To work in collaboration with teachers to deliver and assess lessons for PPA cover within identified zones (or other zones).</li> <li>• Deliver learning activities to pupils, adjusting activities according to pupils' needs and selecting/preparing necessary resources to lead learning activities, providing feedback in order to support pupils' learning.</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.</li> <li>• To work collaboratively with class teachers, colleagues and professionals and carry out programmes that have been set for individual pupils.</li> <li>• Be flexibly deployed according to the changing needs of the pupils and school.</li> <li>• Support the class teacher by organising and maintaining a stimulating environment, appropriate learning experiences and taking care of the physical needs and welfare of the pupils.</li> <li>• Support the class teacher through joint preparation, delivery, recording and evaluation of pupils' progress and assisting with administrative tasks.</li> <li>• Support the role of parents in pupils' learning and support the class teacher in meetings with parents to provide constructive feedback on pupils' progress to ensure pupils achieve their best results.</li> <li>• To work in line with established policies to anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.</li> <li>• Use detailed knowledge and specialist skills to support pupils' learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs.</li> <li>• Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection,</li> </ul>
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	<p>reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.</p> <ul style="list-style-type: none"> <li>• Contribute to the overall work/aims of the school and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils.</li> <li>• Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.</li> <li>• Act as a role model for all staff in terms of both practice and the ethos and philosophy of the school in the support of our Core Values.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> <li>• Adhere to the policies and procedures of both schools.</li> <li>• Undertake any other task or responsibility deemed reasonable by the Assistant Headteacher.</li> </ul> <p><i>The duties may be varied to meet the changing demands of the school/pupils and these duties may therefore be changed at the discretion of the Assistant Headteacher and following consultation with you.</i></p>
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### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A-C grade (or equivalent) in English and Maths to at least NVQ3/or willing to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1, 2 or 3 Teaching Assistant Qualification</li> <li>• First Aid Qualification</li> <li>• HLTA Qualified</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of alignment with our school values in personal, educational or professional experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in school</li> <li>• Previous experience working with children</li> <li>• Relevant experience of working with SEN pupils</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.</li> <li>• Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, health and safety, security, Equal Opportunities and confidentiality.</li> <li>• Ability to be flexible in carrying out a role that may vary from caring for basic needs, such as toileting, to supporting the implementation of more academic teaching programmes.</li> <li>• Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.</li> <li>• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Pro-act scip knowledge</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</li> <li>• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> </ul>	
<b>Values and Qualities</b>  <b>(All Essential)</b>	<ul style="list-style-type: none"> <li>• Flexible and adaptable to change</li> <li>• Honest and reliable team member</li> <li>• Genuine interest in working with and supporting our pupils</li> <li>• Committed to Beacon ethos and values</li> <li>• Able to deal with all pupils and work colleagues regardless of race, colour, sex, disability, age or religious belief</li> </ul> <p><i>Values &amp; Ethos should be aligned with the school's as follows:</i></p> <p><b>Learning</b> - Inspiring excellence in teaching, learning and progress</p> <p><b>Support</b> – Democracy, Caring for others, Openness, Equity, Self Help, Equality, Social Responsibility</p> <p><b>Development</b> - Self responsibility, Honesty, Together</p>	

*The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.*