



JOB DESCRIPTION

Higher Level Teaching Assistant (HLTA)

Job Title: Higher Level Teaching Assistant

Pay Scale: Kent Scheme D plus SEN Allowance

Accountable to: Form Tutor

Hours: 32 hours per week for 39 weeks of the year (term-time only plus inset days)

Contract: Permanent

Overview

1. To be responsible for the care, safety and welfare of designated groups of pupils, in accordance with the terms of the K.C.C. Scheme of Conditions of Service under Pay Plus (APT and C Staff), having due regard to:
 - a. Policies of the L.E.A.
 - b. Policies of the Governors
 - c. The Schools aims, objectives and philosophy
 - d. School policies
 - e. Agreed routines
2. To be responsible for Personal Health and Safety, in line with current legislation.
3. To share in the corporate responsibility for the discipline of all pupils.

Main Role and Responsibilities

Class based duties

1. To carry out the following duties under the direction of subject teachers:
 - a) Participate in the implementation of individual learning programmes for pupils as designed by teaching staff.
 - b) Promote positive values, attitudes and appropriate student behaviour. Employ strategies to recognise and reward achievement.

- c) Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.
 - d) Work with pupils on individual programmes devised by other professionals.
 - e) On occasion teach small groups, in the event of a teacher absence. Cover work will be provided.
 - f) The ability to teach a range of subjects, to small groups, sometimes at short notice.
 - g) Offer and lead enrichment activity on a rotational basis.
 - h) Make materials or photocopy resources for use in the classroom.
 - i) Liaise sensitively and effectively with parents and carers.
 - j) Accompany class on activities outside School.
2. Be a positive role model to students.
 3. To supervise children during lunch times and break times.
 4. To attend tutor group and key stage assemblies.
 5. To attend whole school support staff and tutor group meetings as per schedule.
 6. To attend Staff Development Days or CPD sessions in lieu of staff development days.
 7. To undertake other duties as may be required from time to time.