

**Five Acre Wood**  
**Higher Level Teaching Assistant**

**Reports to: Class Teacher or Learning Approach Lead**

**Pay grade: KSE**

**Job Description**

*Purpose of Job:*

To work closely with teachers and other professionals to support the planning, delivery, and adaptation of learning activities to meet the individual needs of pupils. The role involves leading whole-class, small-group and individual learning sessions. The HLTA will contribute to creating a safe, supportive, and inclusive learning environment that promotes pupils' academic, social, emotional and personal development. They will work collaboratively with the wider school team to help pupils build confidence, independence and positive learning outcomes.

*Principal Accountabilities:*

**Teaching and Learning**

- Support the planning, delivery and assessment of learning activities for individuals, groups and whole classes.
- Contribute to personalised learning programmes, pupil targets and reports.
- Observe and record progress, behaviour and wellbeing, sharing information with teachers and therapists as required.
- Prepare and organise classroom resources and materials.
- Lead learning sessions and cover the class teacher as needed (up to 0.8 teaching commitment).
- Produce lesson plans and complete assessment paperwork and reports as required.
- Maintain a safe, well-organised learning environment.

**Professional and Personal Conduct**

- Maintain professional communication with parents, carers and external professionals.
- Work collaboratively with colleagues to support the school's aims and development.
- Lead and support teaching assistants in the absence of the class teacher.
- Take responsibility for continuing professional development and attend required training and meetings.
- Keep abreast of whole school communication
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

**Wellbeing of pupils**

- Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Supervise and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Support the physical needs of pupils and promote independent movement as advised by the class teacher and therapists. Accompany pupils in the swimming and hydrotherapy pool and adhere to school policy at all times.

- Attend to pupils personal care needs and assist with the organisation of refreshments and mealtimes (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety.
- Ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and personal care programs.
- Contribute to the formation and implementation of behaviour management programmes for pupils to ensure pupils' wellbeing, health, safety and learning needs are met.
- Have responsibility under the direction of the class teacher, for medical needs policy co-ordination and implementation, liaising with school nurse and parents regarding medical issues and health care plans ensuring that accurate records are kept and relevant information is disseminated.
- Ensure that all medication is dated and securely stored. Attend to pupils personal medical needs to ensure pupils' wellbeing and health and safety, following specialist training and competency sign off.
- Ensure all information regarding care and medical issues is available and up-to-date for off-site trips.
- Role model to and pastoral support for the teaching assistants within the class team.

### **Knowledge and understanding**

- Acquire the appropriate skills, qualifications and/or experience required for the role, with the support from the school
- Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness
- Develop and maintain the skills and qualifications required for the role through reflection and ongoing professional development.
- Apply specialist knowledge to support pupils with diverse and complex needs, adapting approaches and resources as necessary.
- Understand responsibilities within the classroom and wider school context.
- Prepare and use resources and specialist equipment safely and efficiently, and support others in doing so.
- Carry out routine administrative tasks such as registers, photocopying and handling small amounts of money.
- Deliver learning strategies and activities (e.g. literacy and numeracy) and prepare suitable resources considering pupils' needs and backgrounds.
- Advise on appropriate use of aids, equipment and learning resources.

### **People Management**

- Manage other teaching assistants in the absence of the class teacher
- Mentoring of other teaching assistants.
- Be jointly responsible for the allocation of duties of other teaching assistants.
- Arranging staff lunches in the absence of the class teacher

### **Effective communication and engagement with students, their families and carers and other professionals.**

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

### **Child development - Take part in appropriate trips to support the child with school.**

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

### **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

### **Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

### **Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATION S/TRAINING</b>	<ul style="list-style-type: none"> <li>• HLTA qualification or the willingness to work towards one</li> <li>• GCSE Maths and English A-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching Assistant qualification</li> <li>• Childcare qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Professional and/or personal experience of working with children with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• Total communication approach</li> <li>• ProAct</li> <li>• Experience of working in an educational/nursery setting</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• An understanding of Special needs</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of leading a class team</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communications skills</li> <li>• Child Centred approach.</li> <li>• Good communications skills</li> <li>• Ability to independently but also as a team player</li> <li>• Establish professional working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Basic medical needs training eg. Epilepsy, Allergies, Asthma (full training will be given)</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Being discrete, professional, respectful and friendly</li> <li>• Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>• Ability to work successfully as part of a team</li> <li>• Confidentiality</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>• To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Higher Level Teaching Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_