

**Inspire Partnership Academy Trust
 Higher Level Teaching Assistant (HLTA) Job Description & Person Specification**

Role:	Higher Lever Teaching Assistant
Location:	Medway Hubs (Chattenden, Delce, Maundene and Elaine)
Contract:	Fixed-Term, Term-time only + (Inset Days)
Salary:	£25,989.00 - £30,024.00 Annually (FTE) Actual £21744
Hours of Work:	Monday - Friday - 37.5 Hours Per Week
Reports to:	Headteacher

Purpose of Job

1. To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school., under an agreed system of supervision, that supports the teacher with learning outcomes.
2. To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.

Duties and Responsibilities

1. To deliver learning activities to whole class cohorts that enable the development of pupils, adjusting activities according to pupils' responses/needs.
2. Responsibility for managing the planning, preparation and delivery of different initiatives and to provide high level assistance and guidance in a specialised area.
3. To support and deliver agreed learning activities whole classes/groups in the absence of the teacher.
4. To provide targeted high-level support for any pupils identified by the SLT, whether individually or in groups, using activities planned by the teacher.
5. To be responsible for stock, audit and financial matters in relation to resources, including the selection and preparation of resources to lead learning activities, ensuring pupils interests, language and cultural backgrounds are considered.
6. To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.
7. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against pre-determined learning objectives.

8. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.
9. To be familiar with the principles of every child matters, and consider carrying out the duties of the post.
10. To work within the schools agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.
11. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.
12. To develop and implement IEP's and to promote the inclusion of all pupils within the classroom.
13. Promote independence using strategies to recognise and reward achievement of self-reliance.

Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteacher and should be reviewed annually.

PERSON SPECIFICATION

- Have achieved HLTA status.
- Have a high level of literacy and numeracy skills
- Have a proven track record as an excellent practitioner
- To be able to support learning throughout the curriculum.
- To have a good understanding of behaviour management.
- To have experience of and be able to show a good understanding of children's personal, social, moral and spiritual development.
- To demonstrate a willingness to attend INSET and to develop professionally.
- To have an understanding of Equal Opportunities Policy.
- To be able to deliver additional learning strategies by supporting small groups of children or working 1:1 with children in Literacy and Numeracy.