



**KITE COLLEGE**

Kent Inclusive Technical Education

## **Job Description**

**Job title:** Higher Level Teaching Assistant (HLTA) IT

**Responsible to:** Principal

### **Main purpose**

The Higher Level Teaching Assistant IT will:

- Work with class teachers to raise the learning and attainment of learners
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Work closely with our experienced and dedicated IT team to support the delivery of IT lessons and help all learners develop the digital skills they need for independence, employment and everyday life
- Contribute to the delivery of IT and digital-skills sessions, assisting with the planning, adaptation and resourcing of engaging learning activities
- Promote the safe, confident and inclusive use of technology, ensuring learners feel supported and empowered as they build their digital competence.

### **Duties and responsibilities**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and college policies including Child Protection and Safeguarding Policy and Adult Protection Policy
- Promote the safeguarding of all learners in the college
- Demonstrate a clear commitment to safeguarding and promoting the welfare of learners
- Understand that safeguarding is everyone's responsibility, regardless of role.

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of teachers and tutors and increase achievement of all learners including, considering their special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all learners in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at learners achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the college's policy and procedures
- Support teachers and tutors with maintaining good order and discipline among learners, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

- Observe learners
- Undertake the role of keyworker
- Work with colleagues and learners to track progress against SMART targets and EHCP Outcomes
- Supervise groups if the teacher/tutor is temporarily unavailable
- Undertake any other relevant duties given by the teacher/tutor
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning.
- Support the management of the college website and social media platforms, to include updating content, ensuring information is accurate and accessible.

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of learner performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of learners in the learning activities.

## **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of learners to other college staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on learner progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the learners they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the college
- Develop effective professional relationships with colleagues.

## **Health and safety**

- Promote the safety and wellbeing of learners and help to safeguard learners' wellbeing by following the requirements of keeping Children Safe in Education (KCSIE) and our college's Child Protection and Safeguarding Policy and Adult Protection Policy
- Support learners to follow Health and Safety regulations and ensure PPE is worn

## **Wellbeing**

- Support a culture of wellbeing and safety by acting as trusted role models and undertaking keyworker responsibilities
- Work collaboratively with tutors and the learner support team to identify learners needs and promote positive mental health

## **CPD**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with college leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the college
- Take part in the college's appraisal procedures.

## **Other areas of responsibility**

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA IT will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal, SLT or line manager.

This job description may be amended at any time in consultation with the postholder.

Signed Principal

Dated

Signed Postholder

Dated