

**Ripplevale School
Higher Level Teaching Assistant
Job Description**

Name of Post Holder:

Post Title: Higher Level Teaching Assistant (HLTA)

Post Purpose: To provide teaching cover when required and deliver low-level interventions in literacy and numeracy on a 1:1 level or in small groups. To assess the next steps for these pupils and prepare resources to address these areas. To work collaboratively with teaching staff and assist teachers in the delivery of lessons to class or small groups throughout the school.

To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with monitoring, assessing and managing small groups within the class. To provide support for students' welfare and all aspects of their social, emotional and communication outcomes as well as support their learning and cognition targets.

Reporting to: SLT and SENCo

Responsible for: None

Liaising with: SLT, SENCo, Teaching staff, & Therapists

Disclosure level: Enhanced

Teaching and Learning

- ☐ Provide cover for teachers when required, delivering lessons for classes and maintaining continuity and stability for students.
- ☐ Work 1:1 or in small groups with pupils to address gaps in their English and Maths knowledge.
- ☐ Use assessment data, from testing or school's assessment tool to plan intervention tasks
- ☐ Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- ☐ To support the implementation of provision plans and EHCPs.
- ☐ Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- ☐ Use behaviour management strategies in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- ☐ Provide verbal and written feedback on student responses to learning activities and student behaviour to teachers and students.
- ☐ Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.

- ☐ Use a variety of materials, including programmes used by the school, to move pupils forward. Training would be given on unfamiliar materials.
- ☐ Organise and safely manage the appropriate learning environment and resources.
- ☐ Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- ☐ Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

- ☐ With teachers evaluate students' progress through a range of assessment activities.
- ☐ Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- ☐ Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- ☐ Contribute to reports of students' progress.

Mentoring, Supervision and Development

- ☐ Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- ☐ Liaise between managers/teaching staff, multi agencies and LSAs.

Behavioural and Pastoral

- ☐ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- ☐ Understand and implement school child protection procedures and comply with legal responsibilities.
- ☐ Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- ☐ Supervise students at times other than during lessons according to the school's duty arrangements.
- ☐ Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

Other

- ☐ Any other duties required by the class teacher, SENCo, Deputy Heads and Headteacher that fall within the responsibilities of the post.
- ☐ At all times carry out duties with due regard to the school's Health and Safety Policy.

- ☐ To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		HLTA	
	Jane Norris	Headteacher	