

JOB DESCRIPTION
HIGHER LEVEL TEACHING ASSISTANT (HLTA)

Job title:	Higher Level Teaching Assistant (HLTA)
Reporting to:	SENCo
Working with:	Head of School, Teachers, Teaching Assistant's as required

Role Purpose

- To contribute to Turner Schools being places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role.
- To work with teachers as part of a professional team to support learning activities for classes. The primary focus will be to work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by teachers and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.
- Level 1 HLTA's will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

Main Duties

- Assist the teacher to plan challenging teaching and learning objectives
- Work with individuals or small groups of pupils under the direction of teaching staff
- Support pupils with activities which support literacy, numeracy and other skills
- Use detailed knowledge and specialist skills to support and progress pupils' learning

Support for Teachers

- Organise and manage appropriate learning environment
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

- Provide objectives and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents/carers in pupils' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement
- Support the teacher in implementing specific teaching programmes
- Assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these

Cover for Teachers

- Cover lessons in event of teachers absence, following lesson plans and schemes of work used by the class teacher
- Takes classes to cover PPA time for teachers on a weekly basis
- Help to plan and assess PPA cover lessons in line with the agreed schemes of work
- Maintain a high standard of behaviour in cover lessons using Trust behaviour policies and routines.
- Provide feedback to and raise with teachers whose lessons are covered.

Support for pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Supervise and assist individual/small groups in activities set by teachers or by the LSA with teacher guidance
- Supervise whole classes for limited periods of time as required
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration

- Help reinforce and promote independent learning and social skills by supporting pupils in groups
- Assist pupils with physical needs
- Keep the pupils on task and to build motivation by modelling good practice
- Prepare pupils beforehand for a task
- Build pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
- Implement Trust behaviour management policies in accordance with guidance provided by the teacher
- Attend formal and informal meeting with teachers to contribute to planning lessons/activities
- Prepare materials and resources
- Work on differentiated activities with identified groups
- Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by subject specific teachers
- Supervise practical tasks
- Support the use of ICT in the classroom and develop pupil's competence and independence in its use
- Promote positive pupil behaviour in line with Trust policies and help keep pupils on task
- In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies
- Assist with escorting pupils on educational visits
- Build and maintain close and secure relationships with pupils, attending to a ensuring the case, health and welfare of the children at all times, including the dressing and undressing, toileting and cleaning of pupils where necessary

General

- Assist with the development and implementation of support plans
- Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupils' needs, e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents
- Liaise with other staff and provide information about pupils as appropriate
- Comply with policies and procedures relating to child protection
- Attend relevant academy meetings as required
- Take a full part in lunchtime activities and supervision
- Contribute to the wider life of the school community

- Ensure that all duties and services provided are in accordance with the academy policy
- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- To respect confidentiality at all times
- Share the academy's commitment to safeguarding and promoting the welfare of all young people
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Carry out other roles and tasks as reasonably requested by the Executive Principal and Head of School

This job description is subject to change by agreement.

I confirm that I have received and understand the job description:

Name_____

Signed_____ Dated_____

Line Manager_____

Signed_____ Dated_____