Snowfields Academy

Job Description

Position: **Higher Level Teaching Assistant (HLTA)**
Responsible to: **Principal**

Role Purpose:

To deliver the curriculum to classes through working collaboratively with teachers and teaching assistants in the whole planning cycle and the management/preparation of resources.
To ensure progress for all pupils by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, whilst providing support for pupils with medical, personal care and behavioural needs.

Key Responsibilities

- Plan and prepare lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupils' needs
- Contribute to the planning of and lead opportunities for pupils to learn in out-of-school contexts in line with school's policies and procedures
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- Support the teaching of the full curriculum. Be familiar with lesson plans, Provision Plan targets and learning objectives
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Use behaviour support strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times

Monitoring and Assessment:

- Evaluate pupils' progress through a range of assessment activities
- Assess pupils' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
- Assist in maintaining and analysing records of pupils' progress
- Report pupils' progress and achievements at parents meetings which are usually held outside school hours
- Assess, input and analyse pupil progress data
- Take an active role in Pupil Progress meetings

Mentoring, Supervision and Development:

- Manage, support and guide teaching assistants when leading a class and undertake induction, appraisal, training and mentoring of teaching assistants
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and participating in staff meetings and training days/events

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 supporting individual/s involved to understand it is unacceptable in a way that is appropriate to them
- Understand and implement school child protection and safeguarding procedures and comply with legal responsibilities
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for pupils with medical needs, and children who may be exhibiting behaviours that challenge
- Provide physical support and maintain personal equipment used by the children at the school
- Administer medication and medical procedures required following training
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- Lead supervision of pupils in the playground and plan and organise play time activities
- Collaborate with professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists

Other Responsibilities:

- Any other duties required by the class teacher, Phase Leadership Team, Vice Principal or the Principal, which is within the scope of this post
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety
- Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time

General

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct

- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

Person Specification:

	Essential Criteria	**Desirable Criteria**
Qualifications	The Higher Level Teaching Assistant should: ● Be able to demonstrate levels of numeracy and literacy to GSCE [A-C] ● Other relevant Level 3 qualification (e.g. A Levels, NVQ, Diploma)	In addition, the Higher Level Teaching Assistant might have: ● HLTA status or a Degree
Experience	The Higher Level Teaching Assistant should have experience of: ● Working with pupils in school for a minimum of 2-3 years ● Working with children who have special educational needs ● Teaching individuals, groups and whole classes	In addition, the Higher Level Teaching Assistant might have experience of: ● Leading teaching assistants during whole class lessons ● Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
Knowledge and Understanding	The Higher Level Teaching Assistant should have knowledge and understanding of: ● Relevant policies, codes of practice and legislation including safeguarding ● the National Curriculum English and Maths programmes of study	In addition, the Higher Level Teaching Assistant might have experience of: ● Multi agency working ● 16-19 study programme principals
Skills	The Higher Level Teaching Assistant will: ● Have effective oral and written communication skills	The Higher Level Teaching Assistant might also be able to: ● Use coaching and mentoring skills with adults and pupils

	● Form effective professional relationships including team working ● Have good organisational and time management skills ● Have sound ICT skills ● Develop their knowledge through the evaluation of their own learning needs ● Be able to work independently ● Remain calm under pressure and be able to adapt to change quickly	● Demonstrate leadership and line management skills
Other	The Higher Level Teaching Assistant will be able to: ● Attend school training sessions ● Remain resilient and make considered decisions when supporting pupils through challenging situations ● Support development of a positive environment when leading classes and teaching assistant teams ● Be flexible and be able to work across the whole school, including all sites, as directed ● Be willing to learn about the specific areas of the curriculum and pupil support required for classes being worked in	The Higher Level Teaching Assistant might also be: ● Interested in career progression and following a pathway to gain Qualified Teacher Status