

Job Description: Higher Level Teaching Assistant

Higher Level Teaching Assistant (HLTA) Role

To work under the instruction/guidance of senior/teaching staff to plan and support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

Provide internal cover for whole class teaching.

Duties & responsibilities

Support for pupils:

- To plan, supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in whole class situations and group situations
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement

Support for teachers:

- Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's progress records;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Assessment and marking of children's work;

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

- Be aware of and comply with the procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate develop a relationship to foster links between home and school;
- Liaise, advise and consult with other members of the team supporting the children as appropriate;
- Contribute to reviews of children's progress as appropriate;
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Undertake other duties from time to time as required by the headteacher.

Arrangements for appraisal of performance:

The role of the HLTA will be monitored through the school's performance management programme and by members of the Senior Leadership Group.