



The Flourish Federation
JOB DESCRIPTION
HIGHER LEVEL TEACHING ASSISTANT

1	Purpose of Job
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Support the class teacher in the teaching and welfare of children, provide PPA and general cover to classes across the federation. Ensure children learn and make good progress.

2	Principal Accountabilities
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- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives to ensure pupil progress and development.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Support the role of parents in pupils' learning and attend meetings with parents to provide constructive feedback on pupils' progress to ensure pupils achieve their best results.
- Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.
- Use detailed knowledge and specialist skills to support pupil's learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure quality of opportunity and ensure learning outcomes are achieved for all pupils.
- Understand and comply with policies and procedures relating to safe guarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the federation and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils.
- Provide basic admin support and record keeping in respect of pupil learning, behaviour management, safeguarding etc. as directed in order to support the teacher to deliver the specific learning programmes set for each child.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.



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3	Necessary Experience
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- Good standard of general education (i.e. minimum NVQ level 3 or equivalent) together with good numeracy and literacy skills.
- Previous experience of working with children.
- Good use of ICT facilities (computer, video, photocopier)
- Knowledge of policies and procedures relating to safeguarding, health, safety, security equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

4	Scope for Impact
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Support staff make a strong contribution to pupils learning and achievement. HLTA's provide support to teachers and the schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

5	Job Context
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The HLTA will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. They would also be expected to work as part of the Flourish team and contribute to plans to ensure the Federation meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. They should be flexible in approach and pro-active in assisting the Federation to meet its aims.

Signed			
Post Holder		Date	
Head of School		Date	

Footnote: This job Description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.