



## **Job Description**

<b>Job Title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Responsible to:</b>	<b>SENCO</b>
<b>Grade:</b>	<b>Future Schools Trust Scheme 6</b>

### **1. Main Purpose of the job**

Responsible for the day to day management of the plaza to ensure students can engage in learning. To assist and support access to learning for pupils and provide general support to teachers in the management of pupils. To manage and direct Teaching Assistants within their year group.

Work may be carried out in the plaza and other areas of the school. The role will include:

- Supporting the pupils
- Supporting the teacher
- Supporting the curriculum
- Supporting the school
- Supporting the year teams
- Supporting the subject departments

### **2. Accountability**

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, ensuring inclusion and acceptance of all pupils within the learning environment in order to promote equal opportunities.
- Ensure effective behaviour management techniques are used to uphold the learning environment, applying the schools Behaviour Management Policy and report any difficulties to the Inclusion Manager/SENCO/Year Team/Subject Leader
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Support the use of Project Based Learning.
- Ensure that all staff are supported and trained in using the environment effectively.
- Be involved in INSET for own professional development and that of employees.
- Support the use of ICT and other equipment and materials to enable pupils to achieve their learning objectives successfully.



- Formulate strategies to solve problems that arise in the Plaza environments to provide consistent and effective support for the daily functioning of the area.
- Participate in training and other learning activities as required and attend relevant meetings in order to keep up to date with the latest learning environment management techniques and continue to develop professionally.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
- Assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individuals targets.
- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure tracking of documentation of all interventions with the children. Records should be data driven showing impact.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
- Assist the teacher where necessary with preparation of the classroom and materials to ensure effective and efficient teaching.
- Where appropriate, supervise the physical wellbeing of the students to ensure their continued safety.
- Accompany teaching staff and pupils on the visits, trips and out of school activities including college as required.
- Undertake other reasonable duties that are consistent with both the job title and job description and are directed to be completed by the SENCO/their line manager or the Head Teacher asks them to do.

### **3. Person Specification**

- Successful recent experience of working with children of relevant age.
- Good Standard of Education, including HLTA certificate.
- Excellent interpersonal skills, both verbal and written
- Previous experience of working within a supported learning environment
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.



# New Line Learning Academy

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- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- The focus of the Plaza is very much teaching through ICT so some experience of ICT support would be very useful although not essential.

## **Health and Safety**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding Statement**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.