

# CITY OF ROCHESTER SCHOOL

## HIGHER LEVEL TEACHING ASSISTANT (HLTA)

### JOB DESCRIPTION



Job Title	Higher Level Teaching Assistant	Team	Learning Support
Job Band	Magic (UK) Ltd Scale 6 – 7 £20,869-£26,044	Reporting To	Assistant Head
Hours	Monday – Friday 08:30 – 16:30 Term-time plus 8 inset days Twilights & last 4 working days of August	Line Manages	N/A

Specialists are required to support the following areas:

- English and Communication
- Speech and Language/Occupational Therapy/Counselling and other therapies/services that the school may require
- Maths and Science

#### Role purpose:

To deliver high-quality learning support to pupils to support the achievement of their IEP and EHCP targets. To take an interest in one of the specialist areas and support the curriculum and delivery of programmes as directed. To deliver planned lessons as directed and supervised by the class teacher and/or therapy teams or independently

#### Duties and Key responsibilities:

- To support pupils to achieve targets laid out in their individual education plans (IEPs) and gather related evidence of learning and share with the multidisciplinary team within a specified timeframe
- To deliver lessons to groups or on a 1:1 as directed by the class teacher or independently of the class teacher
- As part of a City of Rochester School multidisciplinary team, ensure that pupils are supported to achieve their learning development goals. This will include following support plans and programmes designed by Teachers, and the integrated therapy team such as OTs and SaLTs

To support the Therapy Team (Therapy Support HLTA only) by:

- Making resources as required by the therapists
- Be responsible for the therapy resources
- Once trained, deliver interventions as stipulated by the qualified therapist

- Supporting the running of Speech and Language therapy and/or Occupational therapy/other therapy in groups and/or with individual pupils
- To complete administrative Therapy department tasks
- To be responsible for safeguarding pupils and reporting any concerns as per organisational policy and procedure
- Ensure risk assessments are followed up in line with policy and procedures
- To support the curriculum in the specialist area and develop resources and activities as identified
- To ensure appropriate and accurate data is collected and recorded. To be responsible for regularly sharing data with line management to evaluate the effectiveness of learning
- To ensure that pupils' folders are kept valid and all documents reviewed as per agreed timelines. This will include behaviour support plans, actions from pupil progress meetings, risk assessments, data collation and tracking etc
- Where directed, to produce and organise appropriate learning materials and resources
- To support the creation and maintenance of good working relations and communication both internally within City of Rochester School and with families and other relevant stakeholders
- Where required and authorised to do so, drive vehicles to support the transportation of pupils

### **Training:**

- Commitment to attendance at, and completion of, all training required by City of Rochester School
- To apply learning and skills gained through training to all areas of the role
- To become a specialist in the identified role undertaking training and development that specifically supports the function

### **General:**

- To ensure safeguarding practices are undertaken to the highest standards
- To support the running of the service in accordance with the policies of the charity
- To participate in team meetings and meetings across the charity where required
- To carry out any other duties at the request of management as appropriate
- Responsible for ensuring effective communication (the right information, to the right people, at the right time)
- To be responsible for the health and safety of self and others using proactive and reactive strategies. This will include using positive handling techniques
- To promote equality of opportunity and a respect for diversity.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE	EVIDENCE
<b>EDUCATION LEVEL AND QUALIFICATIONS</b>			
Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above, or an equivalent qualification or a willingness to undertake	X		A
HLTA Learning Support Qualification or a willingness to undertake	X		I
First Aid at work qualification or willingness to undergo training	X		I
<b>SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS</b>			
Knowledge and demonstrable experience of working with pupils with autism/SEN	X		A,I
Experience of managing behaviours that challenge	X		A,I,R
Good appreciation of, and a basic knowledge of, health and safety, data protection principles and equal opportunities	X		I
Proven ability to solve problems quickly and remain calm in escalated situations	X		A,I,R
Basic level of IT literacy in using Microsoft software e.g. outlook, Word, Excel	X		I
Excellent communication skills both written and verbal (in English)	X		I
Willingness and the ability to deliver lessons to a group or on a 1:1 as directed and supervised by the class teacher or independently	X		I
<b>PERSONAL ATTRIBUTES</b>			
Willingness to learn and commit to the principle of positive behaviour support	X		A,I
To take an interest in the area of specialism appointed to and be prepared to support the delivery and development of such programmes	X		I
Willing to lone work as and when required	X		I
Able to develop and maintain positive relationships with pupils and other relevant stakeholders	X		I,R
Able to work using own initiative and also effectively as part of a team	X		A,I
Punctual and reliable	X		R,I
Ability to establish and develop supportive relationships with young people with special needs including ASD	X		A,I
Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	X		A,I
City of Rochester School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	X		I
Full, clean driving licence		X	A
To be physically fit, have a willingness to support and participate in community based activities and school life.	X		A, I

Key: A = Application  
I = Interview  
R = References