

JOB DESCRIPTION

Job Title
Higher Level Teaching Assistant (HLTA)
Salary Range
19-22 (Grade G)
Line Management Responsibilities
None
Line Manager
Headteacher
Base Location
School
Purpose of Role
To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.
Key Accountabilities
<ul style="list-style-type: none"> Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher. Assess, record and report on development, progress and attainment. Liaise with staff and other relevant professionals and provide information about pupils as appropriate. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate. Encourage students to interact and work co-operatively with others and engage all students in activities.

- May provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
- May Provide specialist support to pupils where English is not their first language
- May Provide specialist support to gifted and talented pupils
- May Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Provide feedback to students in relation to progress and achievement
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Contribute to the development of policies and procedures.
- Provide short- term cover supervision of classes.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources within a budget set for the department.
- May plan and implement out of school learning activities within established guidelines
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils for example as head of year or tutor group.
- Be responsible for pupils who are not working to the normal timetable.
- May be asked to lead of specific interventions
- Invigilate exams and tests.
- Be responsible for the presentation of displays.

Knowledge and Experience

- To be working at or towards the professional standards for Higher Level Teaching Assistants.
- Has knowledge of procedures for supporting and leading learning activities in a specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering specified work to groups and classes.
- Has knowledge at NVQ level 3 plus additional knowledge in specialist area; working at or towards professional standards for HLTA.
- Has experience of supporting pupils with emotional demanding behaviours and assisting with behaviour management.
- Has knowledge and is compliant with policies and procedures relevant to child protection and health and safety.

Personal Qualities

- Has developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Can work with teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers.
- Has the ability to switch between tasks where work is regularly interrupted.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative as appropriate to develop multi-agency approaches to supporting

students.

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Contribute to planning and development of learning activities with teachers; plans specified learning activities; responds to activity-related problems without referral to teachers.
- Promote the inclusion and acceptance of all students within the classroom.
- Support in planning, organising and developing individual education plans.
- Prepare and clear up learning resources and equipment.
- Work under the direction of a teacher in delivering specified learning activities to individuals, groups and/or whole classes. Independently planning, preparing and delivering learning, assesses records and reports on development, progress and attainment, referring complex problems.
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Plan and implement learning activities/teaching programmes to students within an agreed level of supervision, adjusting activities according to student responses.
- Plan and implement local and national learning strategies, making effective use of opportunities provided by other learning activities to support the development of students' skills.
- Under the direction of a teacher, take responsibility for assessing pupils overall learning needs in specialist field and providing learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.
- Occasionally support, advise and/or mentor less experienced teaching assistants or students.
- Some day-to-day allocation of work to other staff.
- May have supervisory responsibility for other Teaching Assistants
- Responsible for the careful and safe use of equipment such as play and standard ICT equipment.
- Record confidential pupil data.
- Responsible for selecting and/or ordering supplies, under direction.

- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.