



## **JOB DESCRIPTION**

### **Higher Level Teaching Assistant**

**POST:** Higher Level Teaching Assistant

**GRADE:** 9 – SCP 16-19

**WORKING PATTERN:** 2 days per week, 14.8 hours.

#### **SUPERVISORY RESPONSIBILITIES:**

To whom: Head teacher, Senior Leadership Team

#### **PURPOSE OF POST:**

- To provide support to the Head teacher and teachers in implementing all aspects of good practice and policies in order to enable the highest possible outcomes for all of our children.
- To take an active role in school leadership, including the Senior Leadership Team, to support the agreed ambition and ethos which drives all aspects of school, leadership and improvement.
- To be responsible for a key area of development / responsibility within the school.
- To work with and lead staff as part of a professional team to plan, prepare, deliver and assess learning activities for individuals / groups or short term for whole classes, under the direction and supervision of a qualified teacher.
- To provide specialist learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.
- To plan, organise and undertake other related duties to fully support and underpin learning, personal and social development.
- To take the lead role in modeling exemplary practice in terms of inclusion and supporting children with additional educational needs and their families.
- To take lead role in planning for and implementing partnership working with professionals / external agencies.

#### **AREAS OF RESPONSIBILITY AND KEY TASKS – TO:**

1. Under the direction of the class teacher to plan, prepare and deliver learning activities with individual pupils, groups or whole class. To assess, record and report pupil progress to the class teacher.
2. Promote and actively support the values of the school.
3. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
4. Provide a secure, caring and enriching environment for all the children.
5. Model and exercise high quality care and education for all children during the school day.
6. Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
7. Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
8. Contribute and support colleagues with the planning and preparation of all learning areas, activities (inside and outside), group times and visits.
9. Contribute to and support colleagues in the development, planning, implementation and evaluation of

learning programmes for individuals and groups of children.

10. Use teaching and learning objectives to plan, prepare and deliver learning activities to individuals, small groups and/or classes, evaluating, modifying and adjusting lessons/work plans as appropriate within agreed systems of supervision under the direction of a teacher.
11. Deliver specified work to individuals and small groups modifying and adapting activities as necessary.
12. Participate in the observation, assessment, feedback, recording and reporting of children's progress and achievements, using knowledge and specialist skills to support children's learning.
13. Use ICT effectively to support learning activities and develop children' competence and independence in its use.
14. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
15. Support children's social and emotional well-being, reporting problems to the teacher as appropriate.
16. Support the role of parents / carers in children's learning and contribute to meetings with parents / carers to provide constructive feedback on child progress/achievement etc
17. Provide short- term cover supervision of classes.
18. Supervise or manage the work and development of other classroom support staff.
19. Provide specialist support to children with severe learning, behavioural, communication, social, sensory or physical difficulties.
20. Monitor children's conduct and behaviour throughout the learning process and intervene to effectively resolve highly complex, difficult or very challenging issues.
21. Liaise with staff and other relevant professionals, sharing records and provide specialist support/advice to meet the needs of children.
22. Attend to children's' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
23. Arrange for first aid to be given, comfort sick children, and accompany children to hospital, home or clinic if appropriate.
24. Support the role of parents / carers in children's learning and contribute to meetings with parents / carers to provide constructive feedback on children's progress/achievement etc.
25. Maintain and develop good working relationships with parents and other adults involved with the child.
26. Undertake training within a specific area of responsibility to ensure that parents / carers are fully trained to meet the expectations of the school.
27. Lead the development and implementation of individual community activities as well as ongoing partnership programmes and groups with families – particularly focusing on those that support children with additional educational needs.
28. Lead the implementation, development and evaluation of school policies and procedures.
29. Exercise specific responsibility for leading the provision and development of an identified area of provision as prioritised in the school's current development plan.
30. Participate in and contribute to staff meetings and INSET as required.
31. Participate in the development and delivery of national and local initiatives.
32. Continue own professional development in line with school improvement priorities and personal professional needs.
33. Take on any additional responsibilities which might from time to time be determined.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

**Signed HLTA:**

**Date:**