Job description: Higher Level Teaching Assistant (HLTA)

Responsible to: The Headteacher

Function: HLTA (to work in any year group across the school)

Salary: Support staff pay Grade D £28,697 - £31,573 (depending on experience) pro rata

JOB PURPOSE:

- To work with teachers to raise the learning and attainment of children while also promoting their independence, self-esteem and social inclusion.
- To give assistance to children so that they can access the curriculum, participate in learning and experience a sense of achievement.

KEY TASKS:

Support for Children

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide support for children: individually, in small groups and with the whole class, including those with special needs, ensuring their access to learning resources.
- Ensure children's safety, welfare, and personal hygiene. (Basic/Pediatric First Aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, behaviour plans, curriculum planning and assessment.
- Provide personal care to pupils where necessary
- Promote and develop social skills, self-esteem and independence amongst children.
- Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as required.
- Model learning (phonics, writing, maths etc.) correctly when working with children.

Support for Teachers

- Promote good behaviour by children, dealing promptly with conflicts in line with the school behaviour policy.
- Establish constructive relationships with parents.
- Undertake agreed learning activities / interventions, being aware of learning intentions and outcomes. Adjust activities according to children's responses / needs.
- Monitor children's responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.
- Support the effective use of IT in learning activities and develop children's competence and independence in its use.
- Assist with the maintenance of a purposeful, orderly and supportive environment, in accordance with school policy.
- Assist with the display of children's work within the classroom and around school.
- Assist teachers with the preparation of teaching and learning materials and resources.
- Be able and willing to undertake cover supervision for the teacher.

- To cover and lead class teaching (under supervision) as and when appropriate
- Support and assist the teacher in testing and assessment activities.
- Read and understand lesson plans shared prior to lessons, if available
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Support for the School

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To release class teachers, working alongside another Educational Support Assistant, for PPA time (HLTA only)
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children out of directed lesson time, including before and after school and at lunchtime and during assemblies, within working hours.
- Accompany teaching staff and children on out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

Health and safety/Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.