

Job Description Higher Level Teaching Assistant (HLTA)

Job Title:	Higher Level Teaching Assistant (HLTA)
Grade:	NJC Grade F (Torbay)
Hours of Work:	37 Hours per week, 39 weeks per year
Responsible To:	Head of Academy / English Hub Lead
Revision:	1.0 – July 2021

Main Purpose of Post

To always put children first and uphold and drive the vision and values of the Trust.

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning opportunities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development

Working within Trust and Academy policies and procedures and being aware of legislation relevant to personal role and responsibilities.

Key Responsibilities

Support for Pupils

- Following, planning and preparing work plans approved by the teaching staff
- To use specialist knowledge to provide direct support for the learning of individual and groups of pupils including those with special needs and help them achieve this by
- Establishing productive relationships with pupils, acting as a role model and setting high expectations in the classroom
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning
- Provide feedback and direct guidance to pupils in relation to progress and achievement
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work co-operatively with others engaging in activities
- Promote independence and employ strategies to recognise and reward achievement

Support for the Teacher

Under guidance from the Team Leader/Class teacher

- Organise and manage appropriate learning environment and resources
- To work in collaboration with the teacher, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupils' responses through a range of assessment and monitoring strategies against predetermined learning objectives

- Provide objective and accurate feedback and reports as required on pupils' achievement and progress
- Be responsible for keeping and updating records as required.
- Work within an established good behaviour policy to anticipate and manage behaviour constructively
- Supporting the role of parents in pupils learning and contribute to meetings with parents

Support for the Curriculum

Deliver learning activities and adjust according to pupil needs

- Help team leaders and coordinators to implement programmes of study relevant to the children with whom she works and develop competence. Help other LSA's achieve this
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Organise and maintain resources and equipment. Advising on appropriate deployment and use of specialist aid/resources/equipment
- Organise displays.

Support for the Academy

To use initiative to work beyond the capacity of a Scale 3 LSA and to lead by example other LSA's and support others in their roles

- To communicate effectively with all members of staff
- Work with a sense of pace and liveliness
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute proactively to the overall ethos/effectiveness of the partnership through commitment to partnership aims and values, a positive lively approach and energy
- Deliver and organise out of school learning activities within school guidelines
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Attend and participate in regular meetings and training

General Responsibilities

- Promote and model the core values and 6 principles of the Trust
- Be aware and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation
- To be a reflective practitioner who is active in the pursuit of their own professional development and that of others

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive

Signed:

Postholder

Date:

Date:

Person Specification – Higher Level Teaching Assistant

Attributes/ Requirements	Essential	Desirable
Education Qualifications Vocational Training	<ul style="list-style-type: none"> • GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills) • Hold relevant qualifications at a level equivalent to at least NVQ 3 	<ul style="list-style-type: none"> • Further or Higher Education • HLTA or QTS Status • Level 3 Safeguarding Training
Relevant Experience	<ul style="list-style-type: none"> • Experience of working within an education setting 	<ul style="list-style-type: none"> • Working as a member of a team • Experience of working with vulnerable families.
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of Safeguarding Legislation Ability to act proactively with confident approach • Ability to absorb and understand a wide range of information • Excellent interpersonal skills • Excellent written and oral communicator • High level ICT skills • Excellent keyboard skills • Excellent organisational skills • Ability to use initiative appropriately • Ability to be proactive and plan ahead • Ability to work quickly and accurately to deadlines • Ability to prioritise workload and manage conflicting priorities • Ability to work under pressure 	<ul style="list-style-type: none"> • Relevant personal and professional development • Developing and maintaining contacts with outside agencies • Knowledge of educational legislation, guidance and legal requirements • Knowledge of mental health first aid and/ or pastoral support mechanisms. • Attachment aware and /or trauma informed schools training.
Personal Qualities	<ul style="list-style-type: none"> • Be a person of integrity • Be able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Listen to, reflect and act on feedback • Have a positive attitude to personal development and training • Be able to confidently address groups of people and individuals 	

Additional Requirements		<ul style="list-style-type: none">• Full Driving Licence
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