



JOB PURPOSE

- To promote the aims values and ethos of the school.
- In collaboration with class teachers and other support staff, the post holder supports, plans, prepares and delivers elements of learning to learners on a one to one, small group and whole class.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

Note: The following is a comprehensive but not exhaustive list of duties and responsibilities which could be undertaken by a Higher Level Teaching Assistant.

- Work with the class teacher(s) to support the learning and assessment of individual learners or groups as required, (through a range of activities using specific area/s of expertise expected at an HLTA level), and in collaboration with other support staff.
- Contribute to the planning, monitoring and assessment cycle for learners, providing systematic assessment and feedback to teachers, keeping records and liaising over the writing of termly targets.
- Support teachers in raising attainment in targeted lessons or subjects by assisting with planning and preparing of lesson materials and learning objectives, under the direction of a member of the teaching staff, for individual learners, small groups or a whole class.
- Support teachers in raising attainment in timetabled (PPA) or targeted lessons by leading on delivery of whole lessons or elements of a lesson, for individuals, small groups or for a whole class under the general direction of the teacher.
- Provide continuity by leading the learning for classes in the event of a planned or unplanned short term absence of a teacher where the post holder has been involved in the planning and preparation of the lessons under the supervision of the teacher. Such an arrangement will be reviewed by the Headteacher within timescales detailed in national guidance or in any event within two days to ensure the best interests of the learners are being met.
- Support the learning of a class in the unplanned short term absence of a teacher in a year group or subject area where the post holder doesn't normally work, using the teacher's schemes of work and resources. This arrangement will be on ad hoc and monitored closely by the Class Teacher/Department Lead to ensure the best interests of the learners are being met.
- Provide classroom support in the unavoidable short term absence of a teacher.
- Under the general direction of the Class Teacher/Department Lead, contribute to developing and delivering pastoral support to learners (including personal care) through a range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all.
- Under the general direction of the Class Teacher/Department Lead, contribute to the development, deployment and evaluation of the effectiveness of support staff services in



school and contribute to the development of whole school policies for the deployment of support staff in the school.

Generic Items

- To be aware of, understand and implement all the school's policies and procedures.
- Review and develop own professional practice, maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

3. WORK CONTROL, SUPERVISION AND WORK PLANNING

Works within a clear set of expectations as directed by senior colleagues, takes responsibility for planning and delivering on the expectations. Maintain ongoing dialogue with relevant teachers and senior leaders, with timetabled meetings and performance review.

Works within the school expectations and contributes to discussion re school and team development.

Liases with teaching and support staff and contributes to strategies to help support learners.

Under the supervision of teachers, joint short to medium term planning in collaboration with support and teaching staff, responsible for preparation and delivery of differentiated curriculums in order to meet the needs of individual or groups of learners.

Uses initiative to support learners and colleagues in the classroom context and beyond. The post holder is expected to operate independently within the agreed expectations of whole school policies. Professional judgment is applied in relation to learner support. School policies and referral procedures must be followed, particularly relating to safeguarding.

4. CONTACTS AND COMMUNICATION SKILLS

Ensure high levels of professionalism at all times with clear communications with parents, carers and external agencies. Be able to confidently demonstrate good practice for colleagues and maintain the balance between teaching and support staff expectations.

5. QUALIFICATIONS AND EXPERIENCE:

(Note: the following list offers general guidance on appropriate qualifications but this should be amended in accordance with the needs of the specific post)

Area	Essential	Desirable
Education	Maths and English GCSE Grade A* - C or equivalent qualifications.	HLTA Qualification
Experience	Currently working as a Teaching Assistant (JG5).	2 years of experience of working with children who have special needs in Primary or Secondary education. Wide experience of working with students of Primary or Secondary age within an appropriate context.
IT skills	Competent ICT skills required for the role.	
Safeguarding	Demonstrate sound knowledge and understanding of: <ul style="list-style-type: none"> • The Schools safeguarding practice and procedures • Individual responsibility for promoting and safeguarding the welfare of all learners • Complete all relevant training needs • A satisfactory DBS Disclosure check and a DBS Barred List Check 	
Qualities	Ability to work flexibly within a team and motivate learners. Demonstrate a professional attitude. Ability to work effectively with a wide range of people across the school, families and other professionals. Reliability, motivation and resilience under pressure. Attendance at directed times.	A specific area of curriculum/ pastoral expertise which they are prepared to further develop within the post. Specific skills relating to the job description Occasional attendance at events beyond school hours, by agreement.