Job Description	
Post Title:	Higher Level Teaching Assistant (whole school)
Salary Scale/Range	Scale 6
Hours	32.5 hours- full time
Permanent/Fixed Term	Fixed Term- till August 27 in the first instance

Job Purpose:
The role of the HLTA is to provide and deliver learning activities to whole classes of pupils when the class teacher is not present; to support with the delivery of lessons when the teacher is present; and to plan and deliver interventions to meet the needs of the cohort you are working with.

- To deliver lessons, predominantly across curriculum, under the direction of the class teacher, giving pupils feedback and modifying materials to meet the needs of pupils as and when necessary.
- To work independently with whole classes of pupils across the whole school
- To plan some lessons/activities to support with curriculum delivery across the whole school
- To plan, deliver and monitor interventions to meet the needs of the cohort you are working with.
- To work collaboratively with class teachers across the school to deliver lessons and to adapt teaching materials to meet the needs of the children you are working with.
- To contribute to the development of a specialist area within the school, as part of your curriculum team or in line with your own experience or professional interests
- To be flexible in your role to support with cover across the whole school

Key Accountabilities/Primary Responsibilities:
Tasks that may be carried out in this role include, but are not limited to:

- Deliver lessons to whole classes of children, adapting planning and resources where necessary and facilitate learning across the whole school
- Plan activities to support lesson delivery and make adaptations to planning to meet the needs of all pupils
- Plan lessons to be delivered aligned to your own identified area of curriculum/pedagogical strength
- Plan and deliver interventions to identified groups of children to promote rapid progress, where necessary adapting resources to meet the needs of pupils.
- Establish productive working relationships with pupils and staff across the whole school, acting as a role model and setting high expectations.
- Work collaboratively with class teachers to deliver effective lessons and to promote rapid pupil progress.
- Application of school policies, specifically those relating to teaching and learning and behaviour.
- Organise and manage appropriate learning environments and resources for the lessons that they teach, and support in the teaching of.
- Provide feedback to pupils in line with our feedback policy.
- To attend staff meetings weekly.
- To support other support staff in their professional development through the modelling and sharing of own areas of expertise.

- To support the delivery of EHCP and SEND support targets for identified pupils through intervention, 1:1 working, in class support, small group working and whole class lesson delivery

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model, and understand and promote the aims and the values of the Trust.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expects all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	