

## Higher Level Teaching Assistant

<b>Job Title:</b>	HLTA
<b>Salary:</b>	Grade E on the NJC Pay Scale
<b>Responsible to:</b>	Senior Leadership Team

### Purpose of the Role:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

### Main Tasks and Responsibilities:

#### **General Duties**

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

#### **Key Responsibilities**

1. Plan, prepare and deliver learning to individuals, groups and/or classes modifying and adapting activities as necessary under the direction of a teacher;
2. Assess, record and report on development, progress and attainment;
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate;
4. Use teaching and learning objectives to plan, evaluate and adjust lessons / work plans as appropriate within agreed systems of supervision;
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
6. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
7. Teaching Assistants at this level are expected to undertake at least one of the following:

- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
  - Provide specialist support to pupils where English is not their first language;
  - Provide specialist support to gifted and talented pupils;
  - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
8. Maintain confidentiality and adhere to safeguarding procedures;
  9. Demonstrate and adhere to the schools health and safety policies and procedures.

***Teaching Assistants in this role may also:***

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
2. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress / achievement etc.;
3. Contribute to the development of policies and procedures;
4. Assist with break-time supervision including facilitating games and activities;
5. Provide short- term cover supervision of classes;
6. Manage the work and development of other classroom support staff;
7. Line management of other classroom support staff;
8. Be responsible for the preparation, maintenance and control of stocks of materials and resources;
9. Responsible for the careful and safe use of equipment such as play and standard ICT equipment;
10. Liaise with external agencies;
11. Provide pastoral care to pupils;
12. Be responsible for pupils who are not working to the normal timetable;
13. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
14. Invigilate exams and tests;
15. Demonstrate own duties to new or less experienced staff;
16. Be responsible for the presentation of displays.

***Indicative knowledge, skills and experience***

1. Meet or working towards the professional standards for Higher Level Teaching Assistants;
2. May have, or be working towards a relevant Foundation degree;
3. Demonstrate specialist skills that may be appropriate to 7(a-d) above;
4. Knowledge and compliance with policies and procedures relevant to child protection and health and safety;
5. Experience in persuasion and negotiation skills in relation to other staff, professionals, and parents / carers.

