

HLTA Job Description



POST TITLE: Higher Level Teaching Assistant

GRADE:

DEPARTMENT: SEN

REPORTING TO: SLT

PURPOSE OF THE JOB

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.

To supervise whole classes during the short-term absence of teachers.

To provide support in order to raise standards of achievement for all pupils (e.g. SEN), and all underachieving groups, by utilising advanced levels of knowledge and skills to plan monitor, and assess the progress of small group interventions.

Main Duties

Skills

1. Ability to plan, deliver and evaluate a lesson from departmental schemes of work.
2. To use interactive marking to provide regular feedback to students to promote reflection and improvement.
3. To assist the SENCO in preparation towards Annual Reviews for children with EHC Plans.

Planning

1. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
3. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

Teaching and Learning

1. Within an agreed system of supervision and within a pre-determined lesson framework,

teach whole classes.

2. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
3. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
4. Assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
6. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
7. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
8. In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
9. Organise and safely manage the appropriate learning environment and resources
10. Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
11. Assist the classteacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.

Monitoring and Assessment

1. With teachers evaluate pupils' progress through a range of assessment activities.
2. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.

4. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

1. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.

2. Understand and implement school child protection procedures and comply with legal responsibilities.

3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.

4. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.

5. Supervise pupils in the school including clubs and school visits.

Other

1. To promote the safeguarding of children.

2. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

4. To undertake other duties appropriate to the post that may reasonably be required from

time to time.

5. Any other duties required by the Headteacher, SENDCo, or SLT which is within the scope of this post.