



POST TITLE: Higher Level Teaching Assistant (HLTA) - Scale 6

Job Description

RESPONSIBLE TO: Headteacher, working under the instruction / guidance of the Assistant Head/SENCO

PURPOSE OF THE JOB

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Planning, preparing and assessing, recording and reporting on pupils' achievement, progress and development.

To advance pupils' learning in a range of classroom settings, including working with individual or small groups, in mainstream and specialist setting.

Under an agreed system of supervision: take a lead role within the school to address the needs of targeted pupil who will need particular help to overcome barriers to learning.

DUTIES AND RESPONSIBILITIES

1. Assess the needs of pupil and use detailed knowledge and specialist skills to support pupil's learning
2. Establish productive working relationships with pupil, acting as a role model and setting high expectations
3. Assist the specialist teacher with the development and implementation of Individual Education/ Behaviours/ Support/ plans
4. Undertake comprehensive assessments of pupil as directed
5. Provide information and advice to enable pupil to make choices about their own learning and behaviour
6. Provide feedback to pupil in relation to progress, achievement, behaviour
7. Promote the inclusion and acceptance of pupil within the classroom
8. Support pupil consistently whilst recognising and responding to their individual needs
9. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development
10. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities as directed
11. Promote independence and employ strategies to recognise and reward achievement of self-reliance
12. Use specialist skills/ training/ experience to support pupil
13. Take a lead role in managing and delivering pastoral support
14. Manage the supervision of pupil not working to, a normal timetable
15. Challenge and motivate pupil, promote and reinforce self-esteem

16. Attend sessions run by professionals, including 1 day per week to special school setting to work on specific targets and recommended learning programmes.

Support for the Teacher

1. Organise and manage appropriate learning environment and resources
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
3. Monitor and evaluate pupil response to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
4. Provide objectives and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Record progress and achievement in lessons/ activities systematically and providing evidence of range and level of progress and attainment
6. Take lead role in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration
7. Work within an established discipline policy to anticipate and manage behaviour constructively promoting self control and independence
8. Production of lessons plans, worksheets and report as necessary
9. Be responsible for creation and maintenance of purposeful, orderly and productive working environment
10. Undertake marking of pupils work with specialist area and accurately record achievement/ progress
11. Manage records, processes, information and data, producing analysis and reports
12. Promote and ensure the health and safety and good behaviour of pupils at all times
13. Undertake marking of pupils work with specialist area and accurately record achievement/ progress
14. Manage liaison with special school and other relevant bodies to gather pupil information
15. Support pupil access to learning using appropriate strategies, resources
16. Work with other staff in planning, evaluating and adjusting learning activities as appropriate
17. Monitor and evaluate pupil responses and progress against action plans through observation and planned recording
18. Support the role of parents in pupil learning and contribute to/ lead meetings with parents to provide constructive feedback on pupil progress/ achievement
19. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
Work with other staff in planning, evaluating and adjusting learning activities as appropriate
20. Administrative support e.g. dealing with correspondence, making phone calls to professionals etc.

Support for the Curriculum

1. Deliver agreed specialist curriculum to support the development of pupil's skills adjusting activities according to pupil response/need
2. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use

3. Select and prepare resources necessary to lead learning activities, taking account of pupils' Interests and language and cultural backgrounds
4. Advise on appropriate deployment and use of specialist aid/ resources/ equipment
5. Be responsible for maintenance/ quality/ safety of specialist equipment.
6. Provide highly specialist advice and guidance as required
7. Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
8. Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
9. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/ work/ aims of the school
4. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Contribute to the identification and execution of appropriate out of school learning activities (in special setting) which consolidate and extend work carried out at St. Stephen's

General

1. To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher