

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant (HLTA)
Subject area: PSHE – PPA cover (Level 4)
Responsible To: Headteacher & Senior Leadership team
Grade: Lambeth Scale 6

Main Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short-term for whole classes, as well as monitoring pupils and assessing, recording, and reporting on pupils' achievement, progress, and development. Responsible for managing and developing a specialist area within the school, which could include addressing the needs of pupils who need particular help overcoming learning barriers. Manage other teaching assistants, including allocating and monitoring work, appraisal, and training. Higher Level Teaching Assistant – Supporting and Delivering Learning

Main Responsibilities and Duties

Planning, Teaching and Class Management

To teach pupils with special educational needs, including PMLD, SLD and ASD, and plan lessons effectively within an agreed support system to allow pupils to maximise their progress. This will include

- being responsible for creating a stimulating learning environment in which all pupils realise their full potential
- within an agreed system of supervision, planning and structuring lessons effectively, ensuring coverage of the school curriculum
- setting clear targets for pupils that build on prior attainment
- setting tasks which challenge pupils and ensure high levels of interest
- meeting the communication needs of pupils and adapting resources appropriately with input and support from the MDT and senior staff
- encouraging pupils to think about their learning, helping to develop self-control, independence and life skills
- adhering to all student plans and profiles, including those provided by the multi-disciplinary team

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- demonstrating a variety of teaching methods and strategies
- implementing school-based training and CPD effectively
- being flexible and proactive in adapting new methods of teaching and working with the pupils
- use ICT effectively to support learning activities and develop pupils' competence and independence
- ensuring the effective and efficient deployment and management of all support staff
- maintaining good order, managing discipline among all pupils, and reporting behaviour concerns according to school policies and procedures
- safeguarding every student's health and safety, both on the school premises and when engaged in authorised activities elsewhere, and completing relevant risk assessments with support from the school's Educational Visits Coordinator(s), where appropriate.

Monitoring, Assessment, Recording, Reporting

This will include

- creating and updating all student profiles and plans, including target setting for Individual Education/Action Plans and Education and Health Care Plans
- being able to assess, evaluate and record student progress and development at all levels of achievement and use this information for further planning by the school's assessment procedures
- participating in arrangements for preparing pupils for their external assessment, including marking and recording coursework
- providing SLT and other staff with analysis of whole class and individual performance
- Attend and present student work to parents/carers on parent evenings or other meetings.

Whole School Responsibilities

This will include:

- taking a lead to ensure the implementation of the overall ethos/work/aims of the school
- participating in any arrangements for further training and professional development
- participating in briefings, meetings and training sessions
- supervising, taking responsibility for and risk-assessing pupils on trips and out-of-school activities
- assisting with the supervision of pupils out of lesson times, including before and after school
- communicating and consulting with parents and other persons or agencies outside the school as required
- evaluating your teaching critically to improve and make the best use of available time

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- ensuring good practice about punctuality, respect for colleagues and conduct by school policies and procedures
- be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety & security, confidentiality and data protection, reporting all concerns to the DSL
- be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- carrying out any additional tasks or responsibilities as are reasonably compatible with this job description and its objectives

Line Management Responsibilities where appropriate

- Manage teaching assistants
- Liaise between managers, teaching staff and teaching assistants
- Hold regular team meetings with classes
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Support the recruitment/induction/appraisal/training/mentoring of teaching assistants
- Other duties as requested by Senior Staff

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination based on race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the DSL/Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description, you have a duty (under Health & Safety legislation) to take reasonable care of your health and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment, you will comply with safety rules and procedures and ensure that nothing you do or fail to do puts yourself or

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others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems, be utterly aware of responsibilities under the Data Protection Act 1998 for personal data's security, accuracy, and significance on such systems.

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Person Specification

	Essential	Desired
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age in an equivalent learning environment • Experience working with pupils with additional needs 	
Qualifications/Training	<ul style="list-style-type: none"> • GCSE Maths / English/ Science minimum grade C/4 or equivalent • Specialist skills/training in curriculum or learning areas, e.g. bi-lingual, Makaton, and ICT. 	<ul style="list-style-type: none"> • HLTA qualification or equivalent, e.g. NNEB/NVQ Level 3 • Higher Level training in relevant learning strategies, e.g. PECS, TEACCH • First aid training

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Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of children and young people with special educational needs • Effective use of ICT to word process, navigate the internet, access email and relevant websites. • Use of other equipment/technology – photocopier, whiteboard, iPad • Good understanding of child development and learning • Ability to relate well to pupils and adults • Ability to manage pupils and adults and motivate a team • Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these 	<ul style="list-style-type: none"> • An understanding of the uses of SEN software (e.g., Communicate in Print 3) • Good understanding of relevant policies/codes of practice and awareness of applicable legislation • Good understanding of national curriculums and essential learning programmes/strategies • Ability to self-evaluate learning needs and actively seek learning opportunities
Safeguarding	Displays commitment to protecting and safeguarding children and young people and	Has an up-to-date knowledge of relevant legislation and guidance about working with and protecting children and young people.

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