Higher Level Teaching Assistant: Job Outline

POST TITLE: Higher Level Teaching Assistant (HTLA) Qualification already gained

HOURS: (Term time / 52 weeks / Other): Term Time Only

Monday to Friday 8.30am to 3.30pm, plus attend weekly CPD on Wednesdays 3.30pm to 4.30pm**.**

SALARY: (GRADE/SCP/FTE/PRO-RATA) Grade 7 (pro rata)

ACCOUNTABLE TO: Year Leader/Deputy Headteacher/ Assistant Headteacher responsible for the phase

PURPOSE OF THE JOB

- To complement the professional work of teachers by taking responsibility for agreed learning activities
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

KEY ACCOUNTABILITIES

1. To assess the needs of pupils and use specialist skills and knowledge to work with individuals or groups of children, as directed by the class teacher and/or SENCo/AHT/DHT/HT, supporting subjects and learning interventions across the whole curriculum and developing Behaviour Support Plans;

2. To establish supportive, caring and secure relationships with the children, promoting respect and self-esteem and a positive, inclusive whole school ethos;

3. To provide class teaching cover (both planned and unplanned) using lesson plans prepared by the class teacher;

4. To understand and respond to the specific academic, physical and emotional/behavioural needs of individuals and groups of children;

5. To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for pupils, including those with specific learning needs;

6. To select and prepare resources necessary to lead learning activities to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;

7. To help, support and motivate the children, encouraging independent learning and enabling learning targets and outcomes to be achieved;

8. To monitor and record pupils' progress, mark work, provide relevant feedback to teachers and contribute to reports to parents where appropriate;

9. To assist with general school duties including setting up classrooms, preparing resources, tidying and clearing away;

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety