

Job Description HLTA

Salary	Grade 7
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Job Description
<p>Job purpose:</p> <ul style="list-style-type: none"> To work with young people as directed, providing support to the Executive SLT, Head of School and teacher across a range of child-centered activities which promote child development and learning
<p>Support for Pupils:</p> <ul style="list-style-type: none"> Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations. Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognizing and responding to individual needs Post holder to encourage pupils to interact and work cooperatively with others and engage all pupils in activities Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement To be responsible for the progress of allocated pupils <p>Support for Teachers:</p> <ul style="list-style-type: none"> Organise and manage appropriate learning environments and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision Monitor and evaluate student responses to learning activities through a range of strategies against pre-determined learning objectives, providing objective and accurate feedback to the class teacher as required. Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence To produce lesson plans, worksheet plans etc. and administer and assess/ mark tests and invigilate exams/ tests <p>Support for the Curriculum:</p> <ul style="list-style-type: none"> Deliver the curriculum to the allocated Key Stage class of pupils within agreed system of supervision, adjusting activities according to student responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills Post holder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use Prepare and be responsible for planning of learning activities for allocated class, taking account of pupils' interests and language/cultural backgrounds Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development Support those with special educational needs Carry out reasonable daily personal care/hygiene duties and administer basic first aid Assist with the movement of children in and around the school Support the young people when in the moment of crisis, ensuring the safety of the individual, peers and staff is priority Show all the young people 'Unconditional Positive Regard', every single day <p>Support for the School:</p>



- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise other teaching assistants.
- Extra-curricular Activities:
 - Supporting identified pupils in attending offsite visits
 - Deliver extra-curricular activities within school during break and lunchtimes

Supervision of people:

- No direct line management responsibilities but the post holder will be expected to direct/support level 1 Teaching Assistants

Creativity and Innovation:

- Required to be creative when assisting with planning of activities

Contacts and Relationships:

- Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher

Discretion:

- The post holder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.

Person Specification

HLTA

Attributes	Essential	Desirable	Evidence
Education and Training Attainments	<ul style="list-style-type: none"> ● Experience of delivering a vocational qualification 	<ul style="list-style-type: none"> ● 5 years relevant TA experience, including qualification period ● Team Teach certified ● GCSE/Level 2 qualifications in English and Maths ● HLTA standards through equivalent qualifications or experience 	Interview Application
Skills and Abilities	<ul style="list-style-type: none"> ● The ability to communicate effectively with children and adults 		Interview Application



	<ul style="list-style-type: none"> ● Be able to empathise with children and work as part of a team ● Be able to demonstrate 'unconditional positive regard ● Good oral and written communication skills ● Ability to work effectively as a team member ● Versatility, Creativity & Resilience ● Be able to plan intervention/lessons to groups of young people 		
General and Special Knowledge	<ul style="list-style-type: none"> ● An understanding of current approaches to the support of young people at risk of social exclusion ● An understanding of inclusion and potential barriers which may face young people with SEN/SEMH and those at risk of offending 	<ul style="list-style-type: none"> ● Knowledge of legislation as it applies to pupils with SEN/SEMH 	Application Certificates
Skills and Abilities	<ul style="list-style-type: none"> ● Interpersonal skills which facilitate positive professional relationships with young people and multi-disciplinary teams 		Interview Application
Additional Factors	<ul style="list-style-type: none"> ● Good oral and written communication skills ● Ability to work effectively as a team member ● Versatility, Creativity & Resilience 	<ul style="list-style-type: none"> ● Prepared to travel across multiple sites 	Interview Application

