JOB DESCRIPTION FOR Higher Level Teaching Assistant (HLTA)

Purpose of Job:
To work with teachers to plan, organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals and groups under the direction and supervision of a qualified teacher. Provide short-term cover supervision to whole classes on a scheduled and unscheduled basis.

Responsibility for the management of Teaching Assistants and other classroom support staff across the school and the development of a specialist area as and when required.

Key Objectives:
- To complement the professional work of Senior Leadership Team/Teachers by leading and delivering learning objectives to children and young people as directed;
- Plan and deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil 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;
- Manage the work and development of other classroom based associate staff throughout the school;
- Undertake at least one of the following:
  - Provide specialist support* to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
  - Provide specialist support* to pupils where English is not their first language;
  - Provide specialist support* to gifted and talented pupils;
  - Provide specialist support* to all pupils in a particular learning area e.g. ICT, literacy, numeracy, National Curriculum subject);
- 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 as well as develop and implement IEPs;
- Organize and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class/subject teacher. Evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision;
- Support pupils in social and emotional well-being, reporting problems to the teacher/pastoral lead as appropriate;
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
- Escort and supervise pupils on educational and out of school activities
- Any individual tasks as deemed necessary and as instructed by the class/subject teacher.

Scope:
- Under the guidance of the Senior Leadership Team manage the work of Teaching Assistants in the school by scheduling classes, managing temporary absences,
dealing with escalated administrative issues, providing feedback on performance and
development as required and other appropriate supervisory duties;
- Work with pupils not working to the normal timetable;
- Assess, record and report on development, progress and attainment;
- Be responsible for the preparation, maintenance and control of stocks of materials and
resources;
- Work is normally carried out in the classroom or similar environments, which may
sometimes involve exposure to noise or other unpleasant conditions.

Work Profile:
- Liaise with other staff and relevant professionals and provide information about pupils
as appropriate;
- Invigilate exams and tests;
- Be available to cover classes at such times as necessary;
- Attend to pupils personal needs and implement related personal programmes,
including social, special medical needs, physical hygiene and welfare matters with
appropriate training/support;
- To adhere to school local and national authorities’ guidelines and exercise professional
discretion at all times;
- Be aware of and comply with policies and procedures relating to child protection,
health, safety and security, confidentiality and data protection, reporting all concerns
to an appropriate person;
- Participate in training and other learning activities and performance development as
required;
- Contribute to the overall ethos/work/aims of the school;
- Attend relevant meetings;
- To maintain confidentiality.

Other Information:
Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the
welfare of children and vulnerable adults. All employees are expected to share this
commitment, to follow the school’s safeguarding policies and procedures and to behave
appropriately towards children and vulnerable adults at all times, both in work and in their
personal lives.

All school based posts are defined as Regulated Activity and therefore this post
is subject to an Enhanced with Barred List Disclosure and Barring Services
(DBS) check.

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