



## PLATANOS TRUST

### Job Description

**JOB TITLE:** Higher Level Teaching Assistant (HLTA)

#### **PURPOSE OF JOB:**

- 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 for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area within the academy and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- To provide high quality, bespoke learning support to pupils.

#### **MAIN ACTIVITIES & RESPONSIBILITIES:**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Manage intervention programmes for pupils in literacy, numeracy or SEMH including delivering set programmes to small groups making adjustments as necessary to account for ability and understanding
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement Provision Maps
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- To have an awareness and understanding of the needs of the pupils.
- To play an active role in the promotion of literacy and numeracy as part of pupils' core learning.
- To use pupils' performance data to inform bespoke support for pupils to address learning needs.
- To build and maintain successful relationships with pupils in order to facilitate effective learning.
- Organise and manage appropriate learning environment and resources
- Establish productive working relationships with staff in specified area of intervention
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc
- Take PPA for class teachers on a regular basis
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Liaise with teaching staff, the SENDCO and other relevant staff or external agencies regarding the support of pupils.
- Ensure the safe supervision of pupils along with other members of staff or team.
- To carry out duties, including lunch duties as required.
- Provide assistance to pupils with physical needs where appropriate and necessary.
- To act as reader and/or amanuensis to pupils in examinations and assessments where necessary.
- Manage other teaching assistants including some Performance Management (where instructed and agreed specifically to the role).
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Liaise with parents/carers where appropriate regarding pupil support and welfare.
- Attend or hold team meetings where appropriate.
- Contribute to reviews and assessments of pupils.
- Maintain records regarding pupil support and progress.
- To undertake any other administrative tasks related to the post.
- Committed to raising pupils' attainment.
- Complete any other duties at the reasonable request of senior managers and the Headteacher.
- To undergo any training required in order to perform duties effectively.
- To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
- To flexibly operate contracted hours to meet the needs of the school.
- To maintain strict confidentiality with all work where necessary with due regards to data protection.
- To have due regards for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.

- To take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting equal opportunities and good community relations.
- To work in accordance with whole school policies and procedures.
- Committed to the school's mission statement and ethos.

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is subject to the receipt of satisfactory references.



## PLATANOS TRUST

### Person Specification

**JOB TITLE:** Higher Level Teaching Assistant (HLTA)

#### A. Skills, experience and personal qualities

Proven experience relevant to the post.	<b>Desirable</b>
Excellent numeracy and literacy skills.	<b>Essential</b>
Use and interpretation of pupils' performance data to provide learning support.	<b>Essential</b>
Proven experience of working collaboratively as part of a high impact and successful team.	<b>Essential</b>
Excellent communication skills both orally and in writing.	<b>Essential</b>
Ability to ensure that confidentiality and professional discretion is maintained at all times.	<b>Essential</b>
Ability to word process and present documents to a high standard.	<b>Essential</b>
Excellent IT skills to include a comprehensive understanding of the use of software packages such as Microsoft Office and other relevant packages.	<b>Essential</b>
Excellent interpersonal skills including the ability to handle situations with tact and sensitivity.	<b>Essential</b>
Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines.	<b>Essential</b>
Attention to detail and accuracy.	<b>Essential</b>
Ability to assimilate information readily and speedily.	<b>Essential</b>
A strong commitment to continuing professional development including learning new skills and IT programmes.	<b>Essential</b>
Ability to find creative and innovative solutions to working more efficiently and effectively.	<b>Essential</b>
Ability to work independently on various ongoing projects.	<b>Essential</b>
Ability to work flexibly and adapt to different projects.	<b>Essential</b>
Excellent attendance and punctuality.	<b>Essential</b>
Professional working ethic. Commitment to high standards.	<b>Essential</b>
Awareness and understanding of the needs of pupils.	<b>Essential</b>
Awareness of current regulations relevant to the role.	<b>Essential</b>
Awareness of current developments relevant to the role and sector.	<b>Desirable</b>

#### B. Qualifications and knowledge

Recognised degree or equivalent.	<b>Desirable</b>
Qualification(s) relevant to the post.	<b>Essential</b>

A-level or equivalent qualifications.	<b>Desirable</b>
GCSEs (or equivalent) including English and maths (grade C or above).	<b>Essential</b>
Relevant and up-to-date professional development.	<b>Desirable</b>
Understanding of the national curriculum and learning programmes/strategies.	<b>Essential</b>
Understanding of child development and learning.	<b>Essential</b>

### **C. Safeguarding**

Display commitment to safeguarding and promoting the welfare of children and young people.	<b>Essential</b>
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