**JOB DESCRIPTION**

**HIGHER LEVEL TEACHING ASSISTANT**

**37 HOURS PER WEEK – TERM TIME + 5 PD DAYS**

**Job Summary**

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, monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

**Additional duties and responsibilities**

**Support for Pupils**

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil’s learning.
* Establish productive working relationships with pupils, acting as a role model and setting high expectation.
* 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.
* Provide feedback to pupils in relation to progress and achievement.
* To assist with the personal hygiene and medical needs of routines of pupils eg: toileting, changing of incontinent children, dressing and undressing, which may involve manual handling from time to time. Appropriate training will be provided.

**Support for Teachers**

* Organise and manage appropriate learning environment and resources.
* Within an agreed system of supervision, plan challenging teaching & learning objectives to evaluate and adjust lessons/work plans as appropriate.
* 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 and activities.
* Work within the discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
* Administer and assess/mark tests and invigilate exams/tests

**Support for the Curriculum**

* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil needs.
* Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupil’ 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 pupil’ interests and language and cultural backgrounds.
* Advise on appropriate deployment and use of specialist aid/resources/equipment.

**Support for the School**

* Comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Reporting concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Establish relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Other duties as may be appropriate to achieve the objectives of the post.
* To be a qualified first aider or willing to be trained.

**PERSON SPECIFICATION**

**Qualifications:**

* HLTA qualification

**Experience**

* Experience of working with students 11-18
* Evidence of successfully working with large groups, including classes of students.
* Evidence of working as part of a team, liaising with teachers and support staff

**Knowledge, skills and abilities**

* Understand the principles of the teaching and learning process
* Competent in the use of ICT
* Ability to work on own initiative with a minimum of supervision
* Ability to relate well to students, to be an effective role model and motivate students to achieve success
* Ability to raise standards of achievement and attainment
* Excellent interpersonal and organizational skills,
* Professional manner
* Strong literacy and numeracy skills
* Excellent communication skills, both verbal and written
* Knowledge of the curriculum and relevant learning strategies/programmes of study

**Personal Qualities and Attributes**

* A willingness to be flexible in responding to the needs of the school
* Ability to remain calm under pressure and to have a sense of humour
* Committed to safeguarding and promoting the welfare of all students