

# Emerson Park Academy



## Job Profile

Job Title: Higher Level Teaching Assistant (HLTA) (Grade 4)

Grade: Scale 5

Staff managed (if any): None

Reports to: SENCo

## Job Purpose and Content

The Higher Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils in the school. The HTLA makes a specific subject and/or curriculum contribution to the school's teaching and learning programme.

The HTLA works under the direction and control of the headteacher, and that general authority will be delegated to a relevant HOD/SENCO/Teacher. At all times the HTLA will work subject to the direction of a teacher within an agreed system of supervision and management.

The HTLA will teach individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant. They will also supervise/cover classes (without the presence of a teacher) for no longer than three days at a time in the event of planned or unplanned absence by other teachers in the school. The HTLA may supervise a team of teaching assistants, may be expected to supervise the work of other teaching assistants and will be expected to make a contribution to their professional development.

## Principal Responsibilities

Subject to the direction and supervision of a designated teacher:

1. Supervise/cover classes (instead of a supply teacher) at short notice in the absence of a teacher (unplanned absence).
2. Collaborate with teachers/managers to organise and teach classes and contribute to planning in the planned absence of a teacher

3. Invigilate, supervise, mark and assess national and school examinations, tests and assessments
4. Supervise pupils, on or off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events. (Note: the HLTA will not be the identified Group Leader).
5. Deploy specific subject and/or curriculum expertise to teach individuals, groups and whole classes in accordance with the teaching and learning programmes of the school and the relevant curriculum. To include:
  - Organising, maintaining and developing the learning environment
  - Contributing to planning and collaborative planning (including differentiation)
  - Developing and selecting curriculum materials and resources
  - Behaviour and discipline management (in accordance with the policies and procedures of the school)
  - Managing and developing relationships with pupils
  - Monitoring, evaluation and assessment
  - Deploying teaching and learning strategies
  - Contributing to pupil records, reports and IEPs in accordance with school policy
6. Use ICT in teaching and learning and support pupils in the use of ICT
7. Contribute to team self-review and the development of professional practice in the school/department/team. (For the avoidance of doubt, this will involve attending meetings, including staff meetings). This may include working towards the national HLTA standards and/or a programme leading to Qualified Teacher Status
8. Take part in relevant training and development, assessment of performance in accordance with school policy and practice and an agreed programme of personal professional development
9. Supervise the work of Teaching Assistants and contribute to their on-the-job training and their continuing professional development
10. Communicate with parents and carers about the education and welfare of their children and contribute to parent meetings and reports where appropriate.
11. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
12. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
13. To take part in the school performance management system.

**Notes:**

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It might be a requirement of the post that Senior Management requests that the postholder undertakes First Aid training and the postholder's name be added to the school list of those with such training. The expectation would be that where such training has been provided the postholder could be called upon to provide such first aid to students; colleagues or visitors to the school.
6. It might be a requirement of the post that Senior Management requests that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder could be called upon to undertake such duties during alarm activations.
7. Emerson Park Academy is fully committed to Safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
8. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.

**Higher Level Teaching Assistant (Grade 4) Person  
Specification**

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
The ability to work effectively and efficiently as part of a team of professionals	✓		Application & interview
Communication skills, oral, written and presentation skills	✓		Application & interview
The ability to manage, supervise and contribute to the professional development of other people	✓		Application & interview
Proficiency in the use of ICT and the software programmes used in schools		✓	Application & interview
The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
<b>Knowledge</b>			
Relevant (to be agreed) subject and/or curriculum expertise	✓		Application & interview
The ability to become familiar with the relevant curriculum and teaching methods	✓		Application & interview
How children and young people learn	✓		Application & interview
How ICT can be used effectively to motivate children to learn	✓		Application & interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application & interview
Health and safety policy and the role of the individual in ensuring its implementation	✓		Application & interview
Equalities and inclusion policies and how these are implemented in schools	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
<b>Qualifications and experience</b>			
NVQ level 4 Teaching Assistant qualification or equivalent level 4 qualification (eg, a first degree)		✓	Application & interview
GCSE grade 'C' (equivalent) or above in English and mathematics	✓		Application & interview
Experience working with children and young people in a paid or voluntary capacity	✓		Application & interview
Certification of having successfully met the national standards for a HLTA		✓	Application & interview