

Job Description

Post: Higher Level Teaching Assistant (HLTA)

Responsible to: Class Teacher/Phase Leader/Headteacher

Core Purpose

To be responsible for planning and preparing lessons/learning activities and to deliver these in either a subject specialism or key stage of the national teaching and learning curriculum to a whole class.

To cover full classes in the absence of teaching colleagues.

To be responsible for recording and reporting on development progress and attainment.

To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsibilities

- Strategic direction and development of National Curriculum provision in the school with the support of, and under the direction of the Head and Deputy Head Teacher(s) to:
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;
- Analyse and interpret relevant school, local and national data relating to their own class and advise the head teacher on the level of resources required to maximise achievement;
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class;
- Consider the views of both pupils and parents/carers and to respond appropriately

Teaching and Learning:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National (including Foundation Stage)

Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;

- Support the identification of, and provision for pupils with additional educational needs;
- Regularly monitor progress of pupils within their class which is then reflected in teaching plans,
- Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements;
- Ensure setting of realistic and challenging expectations for pupils in their class
- Liaise effectively with staff to ensure the successful transition of pupils through the school
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;

Relationships with Staff:

- Achieve constructive working relationships with all staff
- Direct, organise and manage the work of support staff within the classroom,
- Provide regular information to senior staff on class progress;

Effective deployment of staff and resources:

Maintain and develop class resources and budget, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives;

General Duties:

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Take on any additional responsibilities which might, from time to time, be determined.

Other requirements:

- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure with barred list.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Level 2 qualification in English/Literacy	*	
Level 2 qualification in Maths/Numeracy	*	
Higher Level Teaching Assistant Qualification		*
Level 3 qualification in English/Literacy		*
Level 3 qualification in Maths/Numeracy		*
Qualified Teacher Status		*
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Evidence of excellent classroom practice with the ability to create a class atmosphere that is achievement orientated and to inject pace into a lesson, using strategies that build children's self-esteem.	*	
Experience of teaching year groups within Foundation Stage/Key Stage 1/Key Stage 2	*	
Evidence of the ability to raise standard significantly in own classroom and throughout the school.	*	
Skills , abilities and personal attributes		
Ability to provide a high quality, well differentiated education and expect high standards from all children.	*	
Ability to contribute effectively to support team work.	*	
Ability to communicate and work effectively with parents/carers and external agencies in partnership.	*	
Enthusiasm for teaching, a positive philosophy and outlook, coupled with a good sense of humour.	*	
The willingness and ability to move between key stages FS/KS1/KS2 if required.	*	

Full knowledge and understanding of the Foundation Stage Curriculum Guidance, National Curriculum and the National Primary Strategy.		*
ICT skills for both personal and classroom use.		*
Ability to communicate well, be an effective whole school team member.	*	
Highly organised, with the ability to work on own initiative.	*	
Ability to ensure that policy and procedures are carried out correctly and effectively.	*	
Ability to self-evaluate learning needs and actively seek learning activities.	*	
Understanding of the need at all times for confidentiality and discretion.	*	
Ability to engage in professional dialogue about the curriculum, school organisation, procedures and policies.	*	
Commitment to promote and support the aims of REAch2	*	