

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 of the school. (The HLTA makes a specific (to be agreed) subject and/or curriculum contribution to the school's teaching and learning programme).

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

The HLTA 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 manage 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 Duties and 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, both 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 (to be agreed) 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:
 - a. Organising, maintaining and developing the learning environment
 - b. Contributing to planning and collaborative planning (including differentiation)
 - c. Developing and selecting curriculum materials and resources

- d. Behaviour and discipline management (in accordance with the policies and procedures of the school)
 - e. Managing and developing relationships with pupils
 - f. Monitoring, evaluation and assessment
 - g. Deploying teaching and learning strategies
 - h. 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, including 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. Manage a team of teaching assistants and supervise the work of other 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.

Notes:

1. The authority 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 description but which is never the less within the remit of the duties and responsibilities.
2. 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.

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3. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time thereafter.

**London Borough of Havering
Social Care & Learning Directorate
Model Person Specification - Higher Level Teaching Assistant**

Skills and Abilities	Essential	Desirable	Assessed by
i. The ability to work effectively and efficiently as part of a team of professionals	✓		
ii. Communication skills, oral, written and presentation skills	✓		
iii. The ability to manage, supervise and contribute to the professional development of other people	✓		
iv. Proficiency in the use of ICT and the software programmes used in schools		✓	
v. The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline	✓		
vi. Displays commitment to the protection and safeguarding of children and young people	✓		
Knowledge			
vii. Relevant (to be agreed) subject and/or curriculum expertise	✓		
viii. The ability to become familiar with the relevant curriculum and teaching methods	✓		
ix. How children and young people learn	✓		
x. How ICT can be used effectively to motivate children to learn	✓		
xi. How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		
xii. Health and safety policy and the role of the individual in ensuring its implementation	✓		
xiii. Equalities and inclusion policies and how these are implemented in schools	✓		
xiv. Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		
Qualifications and experience			
xv. NVQ level 4 Teaching Assistant qualification or equivalent level 4 qualification (eg, a first degree)		✓	

xvi.	GCSE grade 'C' (equivalent) or above in English and mathematics	✓		
xvii.	Experience working with children and young people in a paid or voluntary capacity	✓		
xviii.	Certification of having successfully met the national standards for a HLTA		✓	