

## Higher Level Teaching Assistant Job Description

**HLTA**

**Responsible to:** Head Teacher

**Benefits:** Pension Scheme (Local Government Pension Scheme)

**Location:** St Matthew's CofE Primary and Nursery School, Plymouth

The following is an outline of the range of duties that can be expected of our Higher Level Teaching Assistants (HLTA). It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility entailed.

### PURPOSE OF THE JOB

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes to facilitate release time for teachers.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

### Main Duties

#### Planning

- Plan and prepare lessons with teachers, participating in the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

#### Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering the absence of a teacher.
- Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, SEN outcomes and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop and promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.

- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

#### **Monitoring and Assessment**

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

#### **Mentoring, Supervision and Development**

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

#### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for pupil's pastoral needs.
- Provide physical support and maintain personal equipment used by the pupils at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils at times other than during lessons according to the school's duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

#### **Other**

- Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which is in the scope of the post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

This list is not exhaustive and may require additional work commensurate with the post.