

Job Description HLTA

Job Title:	Higher Level Teaching Assistant
Grade:	Grade 6
School:	Highwoods Academy
Responsible to:	Designated Teacher and the governing body
Supervisory responsibility:	No supervisory responsibility

All HLTAs must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. HLTAs must maintain appropriate professional boundaries and respect the unique position of trust as a HLTA at all times.

Main purpose of the post

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time/ management time.

Main Duties

- To cover for teacher's PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress.
- Deliver learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
- Under the direction of the teacher assist in maximising the use of ICT in the learning process
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning.
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of a welcoming, stimulating environment and the smooth running

of the school.

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Undertake duties of a HLTA as specified within the school
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
- To provide feedback to pupils in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
- Manage records, information and data producing analysis and reports

Specific Responsibilities

- Take a lead role in the implementation of the PHSCE programme – Jigsaw - attend relevant meetings and ensure to provide feedback to staff
- Provide individual support to SEN/D pupils as and when required
- To cover first aid and playground duty when required
- To undertake school visits as required e.g. school visits
- To work with teachers in providing a vibrant and engaging learning environment
- To oversee the school's library and resources

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.