



Higher Level Teaching Assistant – Job Description and Person Specification

Responsible to: Headteacher

Salary: SP6 Point 2-6 £20,299.00- £21,864 (£27,897- £30,068 FTE)

Hours: 8.15am – 3.15pm (15 minutes tea break and 30 minutes lunch break – unpaid)

Job Description

Reports to: Headteacher

Job Purpose

- To work across the school from Nursery to Year 6 including while teachers have time out of the classroom for planning, preparation and assessment.
- To support the SENDCO and teachers across the school with support for pupils with specific learning needs.

Principal Contacts:

Main contacts are with pupils, teaching staff, specialist teachers, other professional staff, health officers, parents/carers, other support staff, the HLTA will be expected to work across all year groups, supporting teachers and pupils.

Pupil Support:

- Encourage pupil development via supported independence, communication skills, play, self-esteem, relationships with others, including pupils with special educational needs of all types
- Ensure safe environment including arrangements for visits out of school
- Advance pupil learning in whole-class settings where the assigned teacher is not present
- Lead small groups of pupils in sessions

Teacher Support:

- Attend meetings with parents and other professionals to discuss pupils including SEN reviews
- Contribute significantly to the assessment of pupils
- Assist in the organisation of the learning environment
- Support the implementation of strategies to manage pupil behaviour

- Help maintain a safe environment for pupils, staff and visitors to the school
- Undertake appropriate administrative tasks
- Use assessment information for future planning and target setting for individuals or groups of pupils
- Use ICT to support and advance pupils' learning and own learning

Curriculum Support:

- Apply considerable depth of knowledge and understanding of the curriculum to support pupils' learning and development
- Have high expectations of all pupils and promote and reinforce pupils' self esteem and well-being
- Be involved in whole school activities such as policy development
- Assist in the introduction to the lesson and interact with the teacher and pupils as required
- Support pupils' learning as directed, in context of fostering independence and self-esteem
- To support the school in enabling all pupils to access the curriculum
- Planning of lessons within a framework provide by class teachers
- Contribute effectively to the selection and preparation of teaching resources

School Service Support:

- Liaise with and support parents/carers, sharing and providing information relevant to the role
- Model good practice and contribute to the planning and delivery of whole class sessions
- Work within school policies and procedures
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours, but not beyond total working week.
- Model good practice and contribute to the planning and delivery of INSET to others
- Have a role in presenting information to parents or groups of parents, using information to reflect and question current practice

Person Specification

Qualifications and Training:

- A qualification in English literacy and Mathematics/Numeracy equivalent to GCSE Grade A-C
- NVQ Level 3 qualification (desirable)
- Relevant experience ideally within a school-based setting (essential)

Work related personal requirements:

- Excellent interpersonal skills
- Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
- Professionally discreet and able to respect confidentiality
- Flexible approach to tasks as required in a new and growing Free School
- Sensitive and effective approach towards pupil behaviour
- Confident and able to use own initiative
- Willing to seek help when required

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.