



Higher Level Teaching Assistant - JOB DESCRIPTION

Reporting To: Assistant Headteacher	Payscale: TEAL Associate Staff Pay Scale, Point 17
Job Purpose: : Providing support to Classroom Teachers, the post holder will supervise classes during the absence of teachers and provide support as required, which may also include small group and intervention activities. In addition, for part of the week the post holder will be expected to plan, prepare and deliver learning to classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision.	
Key Responsibilities: Specific - To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) standards for higher level teaching assistants (HLTA) . - To contribute to planning, preparing and delivery of agreed work whole classes, small groups and individuals. - To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present working with pupils who have multi barriers to learning. - Under an agreed system of direction and supervision carry out timetabled cover for teachers within agreed staffing levels and appropriate risk assessments. - To use behaviour support strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and needs. - To plan and facilitate learning for pupils who require additional support outside of their normal timetable. This includes Tier 2 & Tier 3 targeted and specialist support - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop particularly helping to overcome barriers to learning including physical, emotional and behavioural difficulties. - To be responsible for promoting and safeguarding the welfare of children and young people within the school. - To support working relationships with the pupils, acting as role model and setting high expectations. - To deliver and support pupil's learning through engagement interventions. - To work with pupils with complex special needs and be able to use appropriate regulation and de-escalation approaches such as and Team Teach. - To follow individual plans for pupils to support learning and wellbeing in the most effective way. - To recognise that some pupils have communication difficulties and to act sensitively to their differing needs using alternative communication strategies if required. To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. - To support pupils with special educational needs through the delivery of specific learning programmes which to contribute to setting individual targets and reviews. - To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities appropriate for their age and special needs which may include participating in physical activities if required. - To provide support in the delivery of the school curriculum. - To implement effective strategies that support disengaged or dysregulated pupils and promote relationships across the school - To undertake monitoring and assessment of pupil's work and working closely with other professionals - To provide feedback to pupils in relation to their progress and achievement. - To be involved in display work around the school and to direct others as necessary. - To monitor and evaluate pupils' responses to learning activities and note their progress towards targets. - To advance learning when working with individuals, small groups and whole classes without the presence of an assigned teacher. - Support the evaluation of pupils' progress using a range of assessment techniques.	

- To offer support in effective behaviour support strategies for groups/individual pupils
- To contribute effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupils' progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- Invigilate exams/tests.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and of others.
- Support with 'out of school' learning activities e.g. field trips within guidelines established by the school.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, upset and/or have emotional and social difficulties.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- To support the school in creating a positive learning environment and a culture of high expectations with regards pupil engagement.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- Use ICT effectively to support learning activities and develop Pupil's competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs taking into account complex and profound learning difficulties.
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.