**Job Description - HLTA**

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| Role | Higher Level Teaching Assistant |
| Grade | NJC APT&C Grade 7 (Points 19 – 25) |
| Hours Per Week: | 30 hours per week to be worked 8.30am to 3.15pm (inclusive of unpaid breaks totalling 45 mins per day) Monday to Friday |
| Working Weeks: | 39 (term-time only) |
| Paid weeks per year: | 43.89 |
| Pro rata holiday entitlement: | 5.89 weeks |
| Pro rata salary range: | £19,008 - £21,853 (FTE Annual Salary £27,852 - £32,020) |
| Start date: | March/ April 2023 |
| Closing date: | Friday 17th February 2023 |

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| **Purpose of role:**  Under the general supervision and direction of the SENDCo to plan and implement interventions for individuals and groups. To monitor pupil progress, provide feedback to the SENDCo, pupils and parents. To establish supportive and constructive relationships with pupils and staff. |
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| **Main responsibilities of the post:**  **Support for Pupils**   * To support pupils in class and in small groups with decoding and comprehension. * To assess the needs of pupils and to adapt curriculum content to support pupils' learning. * To track and evaluate the impact of interventions and plan future provisions * Celebrate and recognise success and address where progress is limited. * To develop and implement Learning Plans and ensure Provision Maps is kept up to date. * To support pupils as part of a planned inclusion programme. * To develop positive relationships with pupils and staff to assist pupil progress and attainment. * To monitor and evaluate pupil responses to learning activities. * Within an agreed system of supervision, to plan challenging teaching and learning objectives. * To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour. * Play an important part in child protection procedures and safeguarding of pupils. * To undertake classroom and wider administrative tasks. * To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement. * To produce lesson plans, worksheet plans and supporting resources. * To administer pupil work experience where necessary**.** * To undertake marking of pupils work and record achievement * To administer/mark tests and support with exam arrangements.   **Support for the School**   * To organise and manage a purposeful, orderly and supportive environment for learning. * To support the promotion of positive relationships with parents and outside agencies. * To contribute to and lead meetings, on an individual basis, with parents and outside agencies to provide feedback on pupil progress/achievement. * To utilise own strengths and areas of specialist expertise in the areas of social, emotional and behavioural barriers to advise and support other school staff in specialist areas. * To support the provision of out of school learning activities within guidelines established by the school. * To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class. * To work within school policies and procedures. * To attend staff training as appropriate. * To take care of their own and other people's health and safety. * To support with managing the work of Teaching Assistants and hold team meetings as appropriate. * To support with the induction arrangements for new Teaching Assistants * To undertake recruitment/appraisal/training/mentoring for other teaching assistants. * To assist in the identification and delivery of development needs. * To ensure effective communication arrangements. * To be aware of the confidential nature of issues related to home/pupil/teacher/school work. * Any other duties commensurate with the post as advised by your line manager.   **Support for the Curriculum**   * To assist the delivery of educational and developmental work programmes. * To support the use of ICT in learning activities.   In addition to the above duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant.  Other duties at no higher a responsibility level may be interchanged with/added to this list at any time.  The postholder may be required to carry out any other duties commensurate with this post as directed by the line manager.  This job description may be altered by consultation and discussion. It will periodically be reviewed as part of ongoing continuing professional and Trust development.  It is the Trust’s intention that this job description is seen as a guide to the major areas and duties for which the HLTA is accountable. However, this may change and the post holder’s obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.  **Safeguarding:**  The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. |
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**Person Specification Form**

**Post Title: Higher Level Teaching Assistant**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**  Recognised and relevant Level 3 qualification or equivalent.  Level 4 qualification or equivalent  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy  Educated to degree level | E  D  E  D | A  A A  A |
| HLTA Status | D | A |
| **Experience**  Experience of working with children  Experience of working in a classroom environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Staff management experience | E  E  E  E  D | A,I,R  A,I,R  A,I,R  A,I,R  A,I,R |
| **Knowledge/skills/abilities**  Ability to deliver structured programmes to groups of students  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Knowledge of Foundation Stage/National curriculum  Knowledge of numeracy and literacy strategies  Ability to make effective use of ICT  Ability to assess children’s development  Ability to plan and deliver work programmes  Ability to organise, lead and motivate a team  Flexible attitude to work | E  E  E  E  E  E  E  E  E  E  E  E  E  D  E  E  E  E  E | A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R  A,I,R |
| **Other**  Commitment to undertake in–service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | A,I,R  A,I,R |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.