Job Description
Higher Level Teaching Assistant
Education

Job Title	*Higher Level Teaching Assistant Enrichment Support*
Responsible to	*Assistant Head Behaviour & Attitudes and Head Teacher*
Key Internal Contacts	
	Other staff within the education team
	Staff in other departments within the school
	Staff in other schools in the Region
	Regional Office Staff
Key External Contacts	*Learner relatives, advocates and others* *Placing Authorities and Service Providers*
	Registration, Regulatory and Inspection bodies
	Local Services – Statutory, Voluntary and Community Neighbours

At Outcomes First Schools, we believe every learner is unique, which is why we take the time to understand their strengths, interests, ambitions, individual needs and starting points. This deep understanding enables us to create personalised learning experiences, tailored support and meaningful opportunities that help each learner thrive. Personalisation is at the heart of everything we do, shaping how we teach, nurture, challenge and inspire learners. By adapting our approach as learners grow and develop, we ensure they receive the right support at the right time, helping them achieve positive outcomes, build confidence and reach their full potential.

JOB PURPOSE

- To provide a high quality education service to learners and in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body by complementing the teachers' delivery of the School's Curriculum framework and work cooperatively with teachers, learners and other support staff.

KEY TASK AREAS & RESPONSIBILITIES

- Support the planning, preparation and delivery of key enrichment activities including off site visits and trips.
- Ensure all enrichment activities are fully risk assessed and risk assessments are shared with and understood by key staff.
- Undertake activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment usually under the supervision of a teacher
- Carry out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children's understanding.
- Help learners make progress in a range of school and offsite settings, ensuring all learners have equal access to opportunities to learn and develop
- Contribute to the preparation and planning of lessons including developing resources and opportunities for learners to learn in school and out-of-school contexts in accordance with lesson plans and in response to learner need
- Prepare and deliver lessons, under the direction of the teacher, including covering for teacher absence and deliver specific interventions to learners
- Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour, to teachers and learners
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage learners to interact and work co-operatively with others
- To ensure that the available equipment and resources are used, stored and maintained efficiently
- Promote and reinforce learner's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
- Monitor, evaluate and provide teachers with feedback on learners' participation, progress and achievement
- To support the teacher to write, update, implement and evaluate documentation relating to the individual learner, including observation and assessment. This will include Behaviour Support Profile (BSP), Individual Risk Assessment, Individual Education Plan, Communication Profile, and Pastoral Support Plan as required and appropriate
- Assist teachers in offering mentoring support, training and guidance to other Teaching Assistants
- To contribute to and help implement developments that relate to the School Development Plan

- To play a full part as a member of the School's multi-disciplinary team, ensuring effective working relationships with colleagues
- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the learner are being met effectively.
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- Safeguard all learners and ensure their safety and wellbeing

General

- Ensure that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and learners that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the learners and the Company.
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Experience of work with autistic spectrum disorders and/or challenging behaviour		
Experience of working as a Teaching Assistant or HLTA		
Experience of supporting trips and visits		
Experience of planning, delivering and teaching lessons		
Skills	**Essential**	**Desirable**
Ability to work independently and as part of a team		
Effective communication skills, verbal and written		
Ability to record information accurately		
Good organisational skills		
Ability to deal with complex and challenging behaviour		
Ability to demonstrate empathy		
Good IT skills		
Ability to tailor teaching and learning to the needs of individual learners		
Ability to lead and coordinate effectively		
Qualifications & Training	**Essential**	**Desirable**
Relevant Teaching Qualification		
GCSE in Maths and English (Grade C/Level 4 and above) or Level 2 equivalent		
Willingness to work towards further qualifications as required		
Undertake relevant group induction training on commencement		
Other	**Essential**	**Desirable**
Commitment to the values of the organisation		
Driving licence		