



Acorn Park

Job Description

Job Title: Higher Level Teaching Assistant (HLTA)

Accountable to: Class teacher

Hours: Monday – Friday 8.30-4.30 ½hr lunch break

Review and Amendments: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head of School, Deputy Headteacher and the position holder.

Purpose of Post

- To work in an integrated team to assist in the every day education and care of young people with special education needs.
- Providing support for pupils outside of the classroom to support with literacy difficulties specifically with the aim of supporting independence.
- Assisting the teachers in the delivery of the curriculum
- Providing specialist SEN, subject or other support to pupils. In this role, this will be through the delivery of Horticulture to pupils and support to staff in their planning and delivery of horticulture sessions+

General Responsibilities

The HLTA will:

1. Establish and maintain individual relationships with pupils that are consistent, caring and understanding.
2. Assist individuals or groups of pupils within the classroom with their learning, both academic and behavioural/social.
3. Liaise with education and care colleagues regarding issues, concerns or achievements of pupils.
4. Contribute to half-termly pupil planning and reviews, including Progress Reports .
5. Work one-to-one or with small groups of pupils on specific programs when required.
6. Prepare materials required for classroom teaching as directed by the teacher, including photocopying when required.
7. Supervise of pupils going to and from class at transition times and when in need of time out.

8. Work with pupils at break and lunch times in offering support and supervision with recreational activities.
9. Ensure the classroom/workplace is adequately equipped with stationery, pens, paper etc., and well presented.
10. Present suitable personal standards of behaviour to pupils and act as an appropriate role model.
11. Write up or word process incidents and other matters of interest/concern promptly and to an acceptable standard.
12. Maintain confidentiality in all matters relating to the school, its staff and pupils.
13. Act with courtesy and professionalism in all contact with pupils, their families and other agencies.
14. Listen to pupils, identifying needs and concerns and, according to established procedures, passing on any matters in the area of Child Protection and Safeguarding.
15. Attend training days and staff meetings to fulfil core competencies as directed by the school, including Team Teach, Child Protection and Safeguarding.

Duties and Accountabilities

The HLTA will:

- Adhere to the policies and procedures that guide practice at Acorn Park
- Work collaboratively with colleagues across the school.
- Ensure that Safeguarding, Child Protection and confidentiality legislation is adhered to.

Team Work and Collaboration

The HLTA will:

- Work proactively and positively with pupils and staff, liaising with colleagues across a multi-disciplinary team to ensure individual pupil needs are met.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Specific responsibilities:

- Will provide cover for lessons where staff are absent as directed.
- Will plan small group interventions and track the progress of learners
- Will create learning opportunities for individuals, groups and classes of pupils in horticulture and plan, deliver and review these.
- Will hold responsibility for rota preparation and oversight for medicine administration
- Be trained to deliver and carry out medication training to other staff
- Audit and review pupil medical plans
- Work under the line management of the Medical Lead for school

Other duties and responsibilities

The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Confidentiality

It is expected that all Acorn Park School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.