

## JOB DESCRIPTION

### HLTA

<b>Job Title</b>	Higher Level Teaching Assistant
<b>Responsible to</b>	Head Teacher
<b>Key Internal Contacts</b>	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Regional Office Staff
<b>Key External Contacts</b>	Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

### **JOB PURPOSE**

To provide a high quality education service to pupils 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, pupils and other support staff.

### **RESPONSIBILITIES**

- 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 pupils make progress in a range of classroom settings, ensuring all pupils have equal access to opportunities to learn and develop
- Contribute to the preparation and planning of lessons including developing resources and opportunities for pupils to learn in school and out-of-school contexts in accordance with lesson plans and in response to pupil need
- Prepare and deliver lessons, under the direction of the teacher, including covering for teacher absence and deliver specific interventions to pupils
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and students
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students 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 student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
- Monitor, evaluate and provide teachers with feedback on pupils' participation, progress and achievement
- To support the teacher to write, update, implement and evaluate documentation relating to the individual student, 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

### **Whole school**

- 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 student 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 students 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 pupils 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 students and the Company.
- To carry out any other reasonable and relevant duties as required

## PERSON SPECIFICATION

### HLTA

	Essential	Desirable
<b>Experience</b>		
Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within an education/residential setting	✓	
Experience of planning, delivering and teaching lessons	✓	
<b>Skills, Knowledge and Aptitudes</b>		
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 pupils	✓	
Ability to lead and coordinate effectively	✓	
<b>Qualifications and Training</b>		
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	✓	
<b>Other</b>		
Commitment to the values of the organisation	✓	
Driving licence		✓