Higher Level Teaching Assistant

Grade & Structure Information

Job Family Code	**6CLES**	**Role Title**	**Higher Level Teaching Assistant**
Grade	PS6	**Reports to (role title)**	**Headteacher, Deputy Headteacher, SENCO**

Job Description

Role Purpose including key outputs	To provide and deliver learning activities for whole classes of pupils under the professional supervision of a qualified teacher. Supervision in this context means supervision of learning activities and responsibilities and not the physical presence of a qualified teacher in the classroom. To prepare and deliver lessons and assess, record and report on development, progress and attainment. Contributes to pupils' learning activities in accordance with professional judgements made by the Head Teacher and appropriate teaching staff. Key deliverables include: • Working within the framework set by the teacher, to contribute effectively to the planning and preparation of lessons and undertaking the HLTA's roles in these, including selection and preparation of pupils' learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff. • Monitoring and evaluating pupils' participation and progress through the application of a range of assessment activities. • Organising and managing safely the learning activities, the physical teaching space and resources of which the HLTA has responsibility. • Working with and co-operating with relevant teaching staff to ensure the effective organisation, deployment appraisal and development of other LSAs. • On the recommendation of the Headteacher delivering specified work to individual pupils, groups and whole classes. • Participates in the organisation and accompanies pupils on off-site and, where agreed, 'extended school' activities under an agreed system of supervision. • Works as a key member of a team ensuring the wellbeing, social development and behavioural and personal development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills. • To provide whole class PPA teaching cover.
Line management responsibility	N/A
Budget responsibility	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<u>Support delivery</u> • Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, maintaining supplies of materials and equipment. • Assist with the delivery of relevant schemes of work, delivery and assessment. • Deliver a range of learning support for existing systems or processes to agreed standards, to maximise quality of teaching & learning.

	• May carry out personal care routines as appropriate.
Representative Accountabilities (continued) Typical accountabilities in roles at this level in this job family	Planning & Organising • Support more senior staff in classroom management and behaviour techniques. • Plan and deliver specified work to individual pupils, groups and the whole class. Policy and Compliance • Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements. Work with others • Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service. • Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. • May be required to assist in the recruitment, selection and supervision processes, to ensure high standards of team delivery. • Contribute to and influence children's learning and personal development. Resources • May assist in the management of a small budget or recovery of income. Analysis, Reporting & Documentation • Provide and manipulate data for statistical and other report and run and present standard reports. • Assist with regular assessment of performance of schemes and initiatives through the use of feedback, surveys and management information. • Prepare and despatch a range of correspondence/documents connected with the defined area of activity. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children’s learning and personal development. To have regard to and comply with safeguarding policy and procedures.