

Mandeville Primary School

West Road, Sawbridgeworth, Hertfordshire, CM21 0BL
01279 723737 www.mandeville221.herts.sch.uk
admin@mandeville221.herts.sch.uk
office@mandeville221.herts.sch.uk



Higher Level Teaching Assistant (HLTA)

Grade: H5-H6

Main purpose

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key responsibilities

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
6. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
7. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
8. Liaise with external agencies on a regular basis.
9. Teaching Assistants at this level are expected to undertake at least one of the following:
 - a) Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
 - b) Provide specialist support to pupils where English is not their first language.
 - c) Provide specialist support to gifted and talented pupils.
 - d) Provide specialist support to all pupils in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
3. Provide pastoral care to pupils for example as head of year or tutor group.
4. Be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Works independently under the overall direction of a teacher.
- Plans, prepares and delivers programmes of learning; is responsible for assessment, records and reports on development, progress and attainment of assigned groups/ classes.
- Under the overall direction of a teacher, takes responsibility for assessing overall pupil learning needs in specialist field and providing programmes of learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.

Knowledge, Skills & Abilities

- Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g., additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.
- Knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development.
- Demonstrate specialist skills that may be appropriate to 7(a-d) above.
- Uses teaching and learning objectives to plan evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Adjusts learning activities according to pupil interest and need.
- Resolves all but the most complex problems as they arise.
- Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Works with teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Prepare and clear up learning resources, equipment, keyboard skills.

Supervision

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/supervision will usually come from a teacher or individual covering the class (where it is not the post holder).
- Works independently under the overall direction of a teacher.
- Regular supervisory responsibility for other Teaching Assistants.

Problems, Demands & Decisions

- Working with individuals, groups and/or classes of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another. Medium periods of concentrated mental attention for lesson planning.
- Resolves all but the most complex problems as they arise.
- Regularly exposed to emotionally demanding behaviour and situations as a result of attending to pupils' personal needs and assisting with behaviour management
- May have demands arising from ongoing involvement with pupils with special educational needs.

Dimensions

- May handle small amounts of cash e.g., for school visits.
- Responsible for selecting and/or ordering supplies in liaison with the business and administration function, under direction.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment such as play and standard ICT equipment.
- Will record confidential pupil data.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.

Working Environment

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

