

Higher Level Teaching assistant

Name:

Grade: H3 - H4 depending upon experience

32.5 hours/week during term time

***Purpose of the Role: To support with the education of students across the school***

Responsibilities:

* Classroom Management: Maintaining a positive learning environment, managing student behavior, and ensuring a conducive atmosphere for learning.
* Lesson Planning and Delivery: Developing and delivering pre-planned lessons, adapting teaching methods to meet individual student needs, and potentially covering classes for short periods.
* Targeted Support: Providing individualized or small group instruction to students who require extra assistance, helping them grasp concepts and improve their understanding.
* Assessment and Reporting: Evaluating student performance, providing feedback, and reporting on progress to teachers.
* Collaboration with Teachers: Working closely with teachers to develop strategies and resources that support student learning, sharing observations and insights about student needs.
* Curriculum Development: In some cases, HLTAs may develop specialist curriculum areas within the school.
* Parent Communication: Liaising with parents and guardians to provide updates on student progress and address any concerns.
* Professional Development: Participating in training and development activities to enhance skills and knowledge, staying updated to support the education and wellbeing of the children.
* Administrative Tasks: Assisting with record-keeping, preparing classroom materials, and potentially managing other support staff.
* Behavior Management: Implementing strategies to foster positive behavior and address any disruptions or challenging behaviors in line with school policy and the behavior curriculum.
* Duties and supervision in unstructured times: The post holder will also be expected to cover lunch duties once per day.

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

* Extracurricular Activities: Leading or supporting extracurricular activities, clubs, or projects that extend learning beyond the classroom.
* First aid: train as a first aider and provide first aid as needed when on site.
* Supporting school events and trips: supporting with class trips and planning of events for educational purposes.

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| **Knowledge**  HLTA status  Level 1 Safeguarding / Awareness of keeping children safe  Understanding of the Schools Ethos, Vision and Values  Knowledge of supporting early years and key stage one classes is highly desirable  Suitable curriculum knowledge to support children throughout primary school  GCSE Maths and English at a C+ or grade 4+ is desired | **Competencies**  Communication (written and verbal)  Listening  Team working  Monitoring  Planning and organising  Flexibility |

*This role will be reviewed annually as part of the PMD process*

*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.*