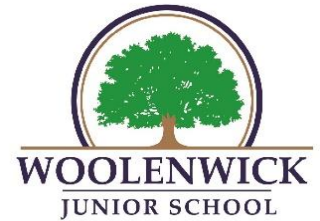


Bridge Road West
Stevenage
Herts SG1 2NU
Tel: 01438 216565
Email: admin@woolenwickjm.herts.sch.uk
Headteacher: Mr R.Pallant, BA (Hons)



Job description: Higher Level Teaching Assistant

Job details

Job title: Higher level teaching assistant (HLTA)

Salary: H5

Contract type: full-time/fixed-term

Reporting to: Headteacher

Main purpose

The HLTA will:

Work with class teachers to raise the learning and attainment of pupils

Promote pupils' independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Observe pupil performance and pass observations on to the class teacher

Supervise a class if the teacher is temporarily unavailable

Use ICT skills to advance pupils' learning

Undertake any other relevant duties given by the class teacher

To cover and lead class teaching as and when appropriate

Direct the work, where relevant, of other adults in supporting learning

Planning

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their



role in learning activities

Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning

Plan how they will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

Make a positive contribution to the wider life and ethos of the school

Health and safety

Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Look after children who are upset or have had accidents

Professional development

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Personal and professional conduct

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

Respect individual differences and cultural diversity

The HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

