



Job description

Teaching Assistant / HLTA



Job Title:

Teaching Assistant / HLTA

Salary:

H3 (SCP 5 - 6)

Contract:

Permanent

The Role:

To ensure high standards of support in meeting the individual needs of identified students in each class and throughout the school day. The Teaching Assistant is recognised as a valuable member of the school.



Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Supporting the student

- To develop knowledge in a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
- Taking into account the learning support involved, to aid the students to learn as effectively as possible both in group situations and his/her own by, for example:
- Clarifying and explaining instructions
- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student as required
- Assisting in weaker areas, e.g. behaviour, literacy, numeracy and communication skills
- Helping students to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with Class Teachers/Subject Leaders and SENDCO about facilitating student progress
- Modelling and encouraging independent learning
- To establish a supportive relationship with the students concerned.
- To encourage acceptance and inclusion of the student with special needs.
- To develop methods of promoting/reinforcing the student's self-esteem.
- To provide support for students with access arrangements during examinations
- Responsibility for small group withdrawal and delivery of interventions to boost literacy and numeracy.

Supporting the teacher:

- To attend regular departmental meetings held during working hours.
- To liaise, advise and consult with other members of the team.
- To contribute to reviews of student's progress, as appropriate.
- To be aware of school policies and procedures.
- To be aware of confidential issues linked with home/student/teacher/school work and to keep confidences appropriately.
- Supporting the Curriculum
- To develop awareness of the requirements of the National Curriculum and of the literacy and numeracy strategies relevant to classes.
- To support specific aims in lessons as planned and directed by the teacher.
- To listen and offer emotional support when and as appropriate.
- To empathise and communicate sensitively with all students.

Additional Information

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This is a key role within the school which is likely to involve access to highly confidential information. All staff are expected to comply with the school's safeguarding policy.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Person Specification:

Criteria	Details	Essential	Desirable
Experience	Good standard of general education including good numeracy and literacy skills	Y	
Personal qualities	Flexible and adaptable		Y
	Ability to relate to young people		Y
	Ability to work independently and as part of a team		Y



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