



# SEAX Multi-Academy Trust

## Higher Level Teaching Assistant

### Job Description



[www.kingswodehoe.essex.sch.uk](http://www.kingswodehoe.essex.sch.uk)



[www.langhamoaks.co.uk](http://www.langhamoaks.co.uk)



[www.thriftwoodschool.com](http://www.thriftwoodschool.com)



[www.grovehouseschool.co.uk](http://www.grovehouseschool.co.uk)



[www.thehawthorns.com](http://www.thehawthorns.com)



<b>Job Title:</b>	Higher Level Teaching Assistant
<b>Hours and work pattern:</b>	32 hours 30 minutes weekly/6 hours 30 minutes daily 8.10am - 15.30pm following HLTA Consultation (Includes 20 minute paid break and 50 minutes unpaid lunch break daily)
<b>Grade:</b>	Scale 5 (Points 8-11)
<b>Based at:</b>	Kingswode Hoe School
<b>Reports to:</b>	Headteacher, an assigned Class Teacher
<b>Responsible for:</b>	Other learning assistants
<b>Liaison with:</b>	Teaching staff, support staff, Headteacher, pupils
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To work with teachers as part of a professional team to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.</li><li>• To cover classes as required in the absence of the teacher. HLTAs will be expected to deliver pre-prepared lesson plans, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.</li><li>• HLTAs work under the professional direction of a teacher and within an agreed system of supervision.</li></ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>• Use detailed knowledge and specialist skills to support and progress pupils' learning</li><li>• Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.</li></ul>

## Job Description: Higher Level Teaching Assistant

### Duties

#### Support for the Teacher

- Organise an appropriate learning environment
- Monitor and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Work in collaboration with other learning support assistants in the classroom.

#### Support for Pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom

- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### Support for the Curriculum

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and **maintain** professionalism at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.
- Assist with escorting pupils on educational visits
- Assist pupils during activities e.g. swimming, PE
- Assist pupils with medical needs
- Assist pupils with physical needs including toileting, incontinence and sanitary personal care

### Specific Duties

- Support KS2 and KS3 outdoor games resources
- Lunchtime clubs and activities

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*This job description will be reviewed annually and may be subject to change 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 Trust in relation to the post-holder's professional responsibilities and duties.*

**Employee's Signature** ..... **Date** .....

