

**The Hawthorns School**  
**Personal Growth**  
**Participation**  
**Preparation**  
for the child, the adult and the school

<b>Job Title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Grade:</b>	<b>Scale 5 (Points 9-12)</b>
<b>Based at:</b>	<b>The Hawthorns School</b>
<b>Reports to:</b>	<b>Headteacher/Class Teacher/Head of Department</b>
<b>Responsible for:</b>	<b>Other Learning Support Assistants</b>
<b>Liaison with:</b>	<b>Teaching staff, support staff, Headteacher, pupils</b>
<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>• This particular role will be to support our most complex learners and early language users in the first instance, but will need to be adaptable to working with other pupils in the school.</li> <li>• To cover classes and groups in liaison with the class teacher. HLTAs will prepare some lessons for groups of pupils and assess, record and report on development, progress and attainment, as agreed with the teacher.</li> <li>• To work under the professional direction of a teacher and within an agreed system of supervision.</li> <li>• To work in liaison with other professionals, for example, therapists.</li> <li>• To support teachers with effective and efficient deployment of staff.</li> </ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To assist with the planning and delivery of the daily programme of purposeful activities to suit the children's needs and stages of development, supporting and promoting each child's learning</li> <li>• To guide and monitor children's progress, provide feedback to the teacher on pupil progress; assessing and observing where required to help inform children's developmental next steps. Take ownership of pupils' targets and support learning towards those, organising relevant activities. Be proactive in embedding classroom routines so children are continually supported</li> <li>• Be proactive in embedding classroom routines so children are continually supported</li> <li>• Organise deployment of support staff.</li> </ul>

## Main Duties & Responsibilities

### Job Description: Higher Level Teaching Assistant

#### 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
- Cover classes as required in the absence of the teacher, delivering pre-prepared lesson plans, to progress pupils' learning and assess, record and report on development, progress and attainment as agreed with the Class teacher
- 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 the 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

## Main Duties & Responsibilities



### 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.

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. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to a 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.*

# Person Specification: Higher Level Teaching Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NQF Level 2, or equivalent Qualification in, or evidence of, working to HLTA standards Experience of working with autism Basic knowledge of people management Qualification in Paediatric First Aid Level 2 childcare (desirable) Level 2 Food Safety (desirable)	✓ ✓ ✓ ✓	✓ ✓ ✓
Knowledge of relevant Procedures	Knowledge of First Aid Understand classroom roles and responsibilities and your own position within these	✓ ✓	
Literacy	Good reading and writing skills Level 2 in English (desirable or working towards)	✓	
Numeracy	Good numeracy skills Level 2 in Maths (desirable or working towards)	✓	✓
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write clear and accurate reports, letters	✓	
Verbal	Ability to use clear language to communicate information unambiguously and ability to listen effectively	✓	
Languages	Specialist language/communication skills if appropriate	✓	
Negotiating	Ability to negotiate effectively with adults and children	✓	
Working with Children & Others			
SEND	Successful completion of training to support SEND, eg Elklan	✓	
Child Development	Good working knowledge of specialist curriculum area(s) if appropriate	✓	
Health & Wellbeing	Understanding of statutory frameworks relating to teaching	✓	
Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes	✓	
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, families and carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning, etc.	✓	

## Person Specification: Higher Level Teaching Assistant

Responsibilities			
Organisational skills	Good organisational skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to be flexible	✓	
	Follow instructions accurately	✓	
	Use own initiative and work independently	✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
	Ability to adapt quickly and effectively to changing circumstances, situations	✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
General			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	Understanding and implementation of the Trust's Data Protection Policies	✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	
	Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	