



Job Description – Higher Level Teaching Assistant

Post:	HTLA
Responsible to:	Headteacher, Assistant Headteacher
Salary and grade:	Scale 4 (18 – 21)
Hours:	31 hours per week

PURPOSE

- **To complement the professional work of teachers by taking responsibility for agreed learning activities.**

MAIN DUTIES & RESPONSIBILITIES

- To work in partnership with teachers, to deliver learning activities to whole classes in the absence of the teacher, during the teacher's PPA time.
- To use own initiative to assess and evaluate pupils' needs and leads the delivery of learning activities by application of specific skills, knowledge and experience with and of pupils and area of curriculum.
- To take responsibility for planning challenging teaching and learning objectives. Evaluates and adjusts work plans as appropriate to meet pupils' needs.
- Selects and prepare appropriate resources to lead learning activities.
- To monitor, evaluate, record and provide reports on pupils' responses and progress within agreed strategies.
- To work in partnership with other adults involved in the education process and liaises with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.
- To attend and contribute to meetings with other staff, external professionals and parents regarding pupils.
- To Contribute to the school improvement plan by taking responsibility for specific areas of work or policy development that are appropriate to the HLTA's skills, knowledge and experience as identified by the Senior Management Team.
- Organise and lead school visits and other activities outside of the classroom.
- To follow all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities.

- To make appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working.
- To contribute to the overall ethos, work and aims of the school.

CREATIVITY & INNOVATION

- Monitors and is responsive to pupil learning and behaviour at all times; requires forward thinking and the use of fresh ideas to encourage pupils to learn.
- Monitors and is responsive to pupils' personal needs and communication which will require creativity and innovation when reviewing lesson plans in light of changing circumstances.
- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.
- On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher.
- To participate in the design of classroom and school displays.

GENERAL

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.

Signature of post holder:

..... **Date:** / /

Signature of headteacher:

..... **Date:** / /