

Higher Level Teaching Assistant (Band 9)

Job Profile



Profile Title and Grade	
HLTA	JOB ID; HLTA9
Purpose of the role	
To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, for all pupils, including those who need particular help in overcoming barriers to learning. This may involve planning, preparing and delivering learning activities for individuals/groups or, for those with HLTA status, whole classes for P.P.A. or short-term absences. This will include monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training	
Responsibilities	
<u>To provide teaching and learning support to individuals and/or groups of pupils in the learning environment.</u>	
<ul style="list-style-type: none">• Organise and manage appropriate learning environment and resources• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate• Monitor and evaluate 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 as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence• Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment• Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence• Administer and assess/mark tests and invigilate examinations/tests• Production of lesson plans, worksheets, plans etc• Assist the teaching staff in the smooth transition between educational phases• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning• 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• Attendance at and participation in training and development activities.• Attending meetings and liaising, communicating and establishing constructive relationships with colleagues in school, parents/carers, outside agencies and other relevant bodies.• To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.• Acting as lead professional during lunch breaks; ensuring ethos of school is evident and pupil participation in activities is maximised.• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.• Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs• Deliver local and national learning strategies e.g. literacy, numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils skills• Use ICT effectively to support learning activities and develop pupils competence and independence in its use• Select and prepare resources necessary to lead learning activities, taking account of pupils interests and language and cultural backgrounds• Teaching Assistants at this level are expected to undertake at least one of the following:<ul style="list-style-type: none">○ Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties○ Provide specialist support to pupils where English is not their first language○ Provide specialist support to gifted and talented pupils d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).	

- Teaching Assistants in this role may also undertake some or all of the following:
 - Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
 - Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
 - Contribute to the development of policies and procedures
 - Supervise or manage the work and development of other classroom support staff
 - Be responsible for the preparation, maintenance and control of stocks of materials and resources
 - Liaise with external agencies on a regular basis
 - Provide pastoral care to pupils for example as head of year or tutor group
 - Be responsible for pupils who are not working to the normal timetable
 - Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
 - Invigilate exams and tests
 - Be responsible for the presentation of displays.

Indicative Knowledge, Skills, Experience

- Requires knowledge and procedures for supporting and leading learning activities in a specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering specified work to groups and classes. HLTA status/NVQ Level 4 or equivalent qualification in relevant discipline OR appropriate experience as a Teaching Assistant
- Awareness of policy, procedures and legislation relating to child protection, safeguarding, GDPR and health and safety.

Professional Standards for Teaching and Learning Support Staff

All Support Staff engaged in teaching and learning should adhere to, and uphold, the following standards;

Personal and Professional Conduct

- Be an effective role model for pupils and colleagues by demonstrating and promoting the positive values, ethos, attitudes and behaviour expected by Extol Academy Trust.
- Through positive attitude, values and behaviours, develop and sustain effective relationships within the school family.
- Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to school policy and practice.
- Recognise differences and respect cultural diversity.
- Ongoing commitment to practice development through self-evaluation and awareness.
- To have due regard to confidentiality, child protection and safeguarding procedures, health and safety, GDPR/data protection, behaviour management, equal opportunities, special educational needs and other policies of Extol Academy Trust.

Knowledge and understanding

- Be willing to acquire the appropriate skills/qualifications/experience required for the role.
- Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
- Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so.
- Support teachers and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role.
- Understand the role and responsibilities within the learning setting and whole school context in the knowledge that those responsibilities extend beyond a direct support role.

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 levels of pupil achievement.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities.
- In line with school policy and procedure, consistently apply effective behaviour management strategies.
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment.

Working with Others

- Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers.
- Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with.
- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making.
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision.

School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school and parents/carers.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- As and when required as directed by teaching staff, to escort pupils home with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.

Signed _____

Dated _____