**Mapplewell Primary School**

**Higher Level Teaching Assistant (HLTA)**

**Job Description**

**Position**: HLTA

**Reports to**: Headteacher

**Scale**: Grade 6 (Level 4)

**Key Purpose**

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| * Works in partnership with teachers, within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher, during the teacher’s PPA time and when required at other times. Planning, preparing and assessing, recording and reporting on pupils’ achievement, progress and development. * Works 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. * Contributes 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. * Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation of and monitoring of work, appraisal and performance. * To advance pupils’ learning in a range of classroom settings, including working with individuals, groups and whole classes where the assigned teacher is not present. * Under an agreed system; take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.  |  | | --- | | * Contributes to the overall ethos, work and aims of the school. | |

###### **Duties and responsibilities**

**Creativity and 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.
* Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.
* Participates in the design of classroom and school displays.

**Contacts and Relationships**

* **Internal** Contributes to the teacher’s planning, teaching and assessment of the curriculum - daily. Enables pupils’ access to the planned curriculum and meets personal and social needs – daily. Takes part in departmental or whole school meetings as required. Supervises the work of colleagues on a daily basis to allocate and monitor workload and share any concerns and problems regarding personnel issues.
* **External** Provides information about pupils’ progress, strategies and issues eg therapists, nurses, specialist teachers and implements joint recommendations. Shares and discusses pupils’ progress and needs and family needs with parents and recommends strategies/courses of action as required. Feeder schools – to discuss the transfer of pupil data.

**Decisions**

* Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils’ behaviour becoming disruptive or dangerous.
* Takes action to meet pupils’ needs as they arise to avoid undue physical or mental stress.
* Communicates information effectively to teachers, other professionals and parents whenever the need arises.
* Recognise and take action when necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress.
* Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.
* Make decisions regarding staffing issues relevant to the supervisory responsibilities of the teaching assistant team.

**Support for Pupils**

* Assess the needs of pupils and use detailed knowledge and skills to support pupils learning.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Assist the teacher with the development and implementation of support plans/behaviour plans.
* Undertake comprehensive assessments of pupils to make choices about their own learning/behaviour/attendance.
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
* Promote the inclusion and acceptance of all pupils.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Attend to pupils’ personal needs, and provide advice to assist in their social development.
* 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-resilience.
* Use specialist skills/training/experience to support pupils.
* Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs.
* Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable.
* Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
* Challenge and motivate pupils, promote and reinforce self-esteem.

**Support for the teacher:**

* 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 objectives 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.
* Take lead role in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration truancy, pastoral system etc.
* Work within an established discipline policy to anticipate and manage behaviour constructively promoting self control and independence.
* Administer and assess/ work tests and invigilate exams/ tests related to the specialist subject.
* Production of lessons plans, worksheets, plans etc.
* Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
* Manage records, processes, information and data, producing analysis and reports.
* Promote and ensure the health and safety and good behaviour of pupils at all times
* Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Supporting the role of parents in pupils’ learning and contribute to/ lead meetings with parents to provide constructive feedback on pupil progress/ achievement etc.
* Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links.
* Administrative support eg: dealing with correspondence, analysis, reporting, making phone calls etc.

**Support for the school**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/ work/ aims of the school.
* Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attends and contributes to meetings with other staff, external professionals and parents regarding pupils.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Be responsible for the provision of out of school learning activities within guidelines established by the school.
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
* Organise and lead school visits and other activities outside of the classroom under an agreed system of supervision.
* Follows 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.

**Line management responsibilities where appropriate**

* Manage other teaching assistants.
* Liaise between managers/ teaching staff and teaching assistants.
* Hold regular team meetings with managed staff.
* Represent teaching assistants at teaching staff/ management/ other appropriate meetings.
* Undertake recruitment/ induction/ appraisal/ mentoring for other teaching assistants.

**General**

* To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
* Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection.
* To develop & promote high standards throughout the Barnsley Children, Young People & Families Service.

**Other**

Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.