

SOUTH GLOUCESTERSHIRE COUNCIL

HR for Schools

JOB DESCRIPTION: Higher Level Teaching Assistant GRADE: H8
(Primary/Secondary Schools)

1. JOB PURPOSE

- a) To complement the professional work of teaching staff by taking responsibility for designated learning activities with children and young people under an agreed system of supervision in addition to supporting teacher led activities. This may involve taking a lead responsibility for the delivery of defined learning activities.
- b) To take responsibility for the organisation and development of a specialist area within the school (including the role of Parent Link, where required) and/or the management of other teaching assistants (or appropriate support staff).

2. MAIN DUTIES AND RESPONSIBILITIES

The specific duties of the HLTA will be determined by the Headteacher (or nominated line manager) and will depend upon the requirements and organisation of the particular school. They will normally include most or all of the following:

- a) To take a lead role in delivering specified learning activities to individuals or groups of children and young people under an agreed system of supervision. This may include the delivery of learning activities to whole class groups on a short-term basis without a teacher present.
- b) To participate in the delivery of local and national learning strategies (eg. literacy, numeracy, KS3).
- c) To supervise classes or groups of children and young people undertaking activities prepared or initiated by teaching staff, where this is appropriate, either as:
 - i) a planned and scheduled activity within the school timetable, or
 - ii) an occasional requirement arising from short-term teacher absence
- d) To make a significant contribution to the planning and preparation of learning activities for specified areas of responsibility.
- e) To provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development.
- f) To promote the inclusion and acceptance of all children and young people within the classroom. This may include providing specific support to children and young people with special educational needs and contributing to the implementation and review of Individual Education Plans (IEPs).

- g) To use ICT effectively to support learning activities and to develop children and young people' competence and independence in its use.
- h) To select, prepare and/or modify resources appropriate to designated learning activities.
- i) To undertake appropriate pastoral activities to support children and young people' personal and social needs in accordance with school policies and practices. (This may include the administration of medicine in appropriate circumstances).
- j) To be responsible for an appropriate specialist area of activity within the school and to manage any associated resources or devolved budget. Where the specialist role is that of Parent Link the HLTA would be expected to liaise informally with the schools Parent Support Adviser to ensure that consistent and appropriate support is provided. The focus of the work of the Parent Link is to develop universal services within their school
- k) To be responsible for/contribute to the day to day management of other teaching assistants or other defined support staff (eg. Lunchbreak Supervisors) which will normally include:
 - liaising with the Headteacher/other appropriate teaching staff on relevant issues
 - holding regular staff meetings or briefings
 - undertaking or contributing to performance reviews
 - participating in recruitment and retention activities
 - contributing to induction, mentoring and training programmes
 There may also be some supervisory/training requirements relating to volunteer helpers or student work experience placements.
- l) To participate, where required in the organisation or provision of supervisory arrangements for children and young people during break times and on out-of-school activities.
- m) To comply with, promote and contribute to the review of whole school policies and procedures including those relating to child protection, behaviour management, health and safety and parent policy.
- n) Contribute to the monitoring and evaluating impact o the parent link role on the learning of children and young people.
- o) The post holder will be expected to act as an adult role model and support school policies when dealing with children and young people, parents or visitors to the school.

3. DIMENSIONS (to be inserted for specific post)

Number of staff managed/supervised

Devolved budget for training/resources

4. JOB CONTEXT

The HLTA will play a critical role in linking the work of teaching staff with that of teaching assistants, and other support staff who contribute to the learning and welfare of children and young people as well as developing parent engagement. In most cases there will be substantial direct involvement in the delivery of learning activities, as well as a role in staff management. However, the balance between learning, management responsibilities and engagement with parents will depend upon the requirements of the particular post and the size/organisation of the school.

5. SUPERVISION RECEIVED

The HLTA will receive their overall direction from the Headteacher (or other nominated line manager) as well as participating in regular review meetings with the responsible manager. Where the HLTA undertakes the Parent Link aspects of this role they will work in partnership with the teacher with designated responsibility within the school for pastoral care.

Learning and engagement activities will be undertaken within the schools' agreed system of supervision. Learning activities will be within a framework set by the relevant class or subject teacher who has overall responsibility for the class or group of children and young people. This does not require the teacher to be present in the classroom, but the school's supervision arrangements should clarify how support will be provided, if required.

6. PROBLEMS AND DECISIONS

Preparing and delivering relevant activities to meet a range of pupil needs and being able to respond appropriately to questions or challenges presented.

Having the flexibility to undertake a range of different learning and support activities to meet the requirements of various teaching staff and /or parents.

Being able to manage the behaviour of classes or groups of children and young people so that educational objectives are met and so that responsibility for the welfare and safety of all children and young people is fulfilled.

Taking an active role in the management and development of other teaching assistants and support staff. Intervening where action is necessary and using experience and judgement to resolve problems directly or to seek further support if required.

Identification of needs of individual parents/groups of parents

Identify to the head when referral to PSA is appropriate

7. CONTACTS

Daily interaction with teaching staff, support staff, children and young people and parents at the school.

Occasional contact with staff from LA, Community groups or other agencies, including school advisers, educational psychologists and other specialists.

The above contacts require good interpersonal and communication skills with the ability to use tact and diplomacy and to respect confidentiality.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

Able to meet national standards for HLTAs based on previous experience and training. This will normally require a previous qualification at NVQ level 3, together with at least 3 years of experience working with children and young people in the relevant age range/key stage/setting.

Good standard of general education to include literacy and numeracy skills equivalent to NVQ level 2 in English and Maths.

Proven interpersonal skills in dealing with both adults and children and young people.

Able to use ICT to support learning activities.

Up to date knowledge and continuing professional development in any specialist area of responsibility.

Good understanding of school roles and responsibilities and able to work constructively as part of a team.

Specific skills or experience may be added which are relevant to the specific areas of responsibility.

9. PHYSICAL EFFORT

Occasional lifting may be required to move equipment and resources but is not a significant factor.

10. WORKING ENVIRONMENT

Most activities will be undertaken within school premises. The postholder may exceptionally be required to attend to children and young people who have sickness or toileting problems. Some anti-social behaviour by children and young people may be experienced.

11. EQUIPMENT

Use of computer and other audio visual aids to support teaching and learning activities. May require some use of specialist equipment appropriate to key stage and subject requirements, eg. PE equipment, Design and Technology equipment,

12. GENERAL

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

N.B The term 'parent' is used throughout to include mothers, fathers and other adults with responsibility for caring for a child, including adoptive parents, foster carers and family (kinship) carers (as defined in the South Gloucestershire Parenting Support Strategy).