



## **Brackenhill Primary School Job Description HLTA (Higher Level Teaching Assistant)**

### **PRIME OBJECTIVES OF THE POST:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Responsible for the management and development of a specialist area within the school and/or line management, training and appraisal of other support staff, students on work experience, trainees and voluntary helpers with whom the post holder is working.

### **SUPERVISION AND GUIDANCE:**

Responsible to the Head/Senior member of staff, but is expected to seek guidance from appropriate sources.

### **RANGE OF DECISION MAKING:**

To make decisions using own initiative where appropriate within established working practices and procedures. The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individual, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- To be responsible for the care of all equipment and materials, within the classroom/designated area of the school in conjunction with other members of staff.
- The provision, use and storage of equipment and materials prepared by the postholder and used by the children with whom the postholder is working.

### **CONTACTS:**

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

### **RANGE OF DUTIES:**

Support for pupils

- 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
- 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
- Develop and implement IEPs
- Support pupils consistently whilst recognising and responding to their individual needs
- Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school
- Must be willing to undertake training for and perform fire marshal duties

## **SUPPORT FOR THE TEACHER**

- Organise and manage appropriate learning environment and resources
- 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
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests

## **SUPPORT FOR THE CURRICULUM**

- 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. English, Maths, 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
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

## **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 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
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Deliver out of school learning activities within guidelines established by the school
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Provide First Aid across the whole school.

## **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/training/mentoring for other teaching assistants.

## **EQUAL OPPORTUNITY**

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve

Signed.....

Dated.....