



More than a School

JOB DESCRIPTION

School/College:	Maplewell hall School
Job Title:	Higher Level Teaching Assistant (HLTA)
Grade:	8
Responsible To:	Assistant Headteacher
Key Relationships/ Liaison with:	Teachers, Other classroom support staff, Leadership team
Job Purpose:	A HLTA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils. An HLTA will also routinely undertake additional responsibilities such as: cover supervision; coaching and mentoring; and contributing to policy development.
Occupational Standards:	HLTA Standards

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate pupils and advance their learning, monitoring responses and modifying your approach according.
5. To organise and manage learning activities in ways which keep learners safe.
6. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
7. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
8. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
9. To promote the development of positive behaviour and relationships and acceptable behaviour in accordance with school/college policy.
10. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.



11. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
12. To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
13. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
14. Having regard to equality of opportunity, to provide care and encouragement to all children and young people with disabilities or special educational needs, supporting them to participate in structured and unstructured activities and liaising, if required, with parents / carers / other professionals as appropriate.
15. To provide support for bilingual / multilingual pupils if required.
16. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
17. To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.
18. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
19. To assist volunteers based in your work area, as appropriate.
20. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).

In addition to the above, the HLTA will routinely undertake some or all of the following (minimum 1/3 or their time)

21. To supervise a whole class, for not more than 3 days, in the absence of the teacher, ensuring that the pupils are engaged in work as set by a teacher, and managing any behaviour issues that may arise in accordance with school/college policy.

To advance the learning of a whole class for not more than 3 consecutive days in the event of the planned absence of the assigned teacher, ensuring that the pupils are engaged in appropriate learning activities and managing any behaviour issues that may arise in accordance with school policy.
22. To assist with the organisation of cover for absent colleagues (teachers or support staff), for planned and unplanned absences.
23. To support TAs and LSAs in identifying their own learning needs and help provide opportunities to address these needs as appropriate.
24. To support and motivate volunteers, including briefing them on their responsibilities, giving them feedback on their work, and assisting them to resolve any problems that may arise.



25. To contribute to the development and review of policies and practices relevant to classroom support staff.

Optional extra responsibilities, not affecting the grade

26. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
27. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
28. To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
29. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
30. To undertake midday supervision duties.
31. To provide toileting support to pupils as necessary.*
32. To support, as appropriate, in instances where pupils are unwell whilst at the school/college.*

* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



School/College: Maplewell Hall School
Job Title: Higher Level Teaching Assistant (HLTA)
Grade: 8

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> L 3 in childcare /NN or HLTA <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy <p>OR</p> <p>Able to demonstrate competency in literacy and numeracy equivalent to level 2.</p> <ul style="list-style-type: none"> Education to degree or equivalent qualifications 	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Doc</p> <p>App/Doc</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting. Experience of first level line management. 	<p>✓</p>	<p>✓</p>	<p>App/Int/ Ref</p> <p>App/Int/ Ref</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures and their application in a school/college setting. Awareness of a range of frameworks that support the education, development and well-being of children 	<p>✓</p> <p>✓</p>		<p>App/Int/ Ref</p> <p>App/Int/ Ref</p>
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. 	<p>✓</p> <p>✓</p>		<p>App/Int</p> <p>Int/Ref</p>



More than a School

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Empathy with children and young people. 	✓		Int/Ref
<ul style="list-style-type: none"> • Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure. 	✓		Int/Ref
<ul style="list-style-type: none"> • Ability to work effectively as part of a team. 	✓		Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)