

## JOB SPECIFICATION

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA)
<b>Reporting to:</b>	Supervision Activities relating to Teaching and Learning- Classroom Teacher. Line Management- the Headteacher
<b>Grade:</b>	G7 (Qualified)/G6 (Unqualified)
<b>Workplace:</b>	Workplace based
<b>Location:</b>	Waterton Academy Trust and all Member Academies

<b>Purpose of the Post:</b>	<p><b>Overall Purpose of the Post:</b></p> <p>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.</p> <p>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</p>
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<b>Responsibilities:</b>	<p><b>1. Support for Pupils</b></p> <p>Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.</p> <p>Establish productive working relationships with pupils, acting as a role model and setting high expectations.</p> <p>Develop and implement Individual Education Plans.</p> <p>Promote the inclusion and acceptance of all pupils within the classroom.</p> <p>Support pupils consistently whilst recognising and responding to their individual needs.</p> <p>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</p> <p>Promote independence and employ strategies to recognise and reward achievement of self-reliance. □ Provide feedback to pupils in relation to progress and achievement.</p> <p><b>2. Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>• Organise and manage appropriate learning environment and resources.</li> <li>• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.</li> <li>• Provide objective and accurate feedback and reports as required</li> </ul>
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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.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

### **3. 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., literacy, numeracy, 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' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### **4. 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.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver 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

	<p style="text-align: right;">carried out in class.</p> <p><b>5. Line Management Responsibilities where Appropriate</b></p> <ul style="list-style-type: none"> <li>• Manage other teaching assistants.</li> <li>• Liaise between managers/teaching staff and teaching assistants.</li> <li>• Hold regular team meetings with managed staff.</li> <li>• Represent teaching assistants at teaching staff/management/other appropriate meetings.</li> <li>• Undertake recruitment/induction/appraisal/training/mentoring for other Teaching assistants.</li> </ul>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<b>Additional Information:</b>	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources:</b>	<p><b>Employees (Supervision):</b> None</p> <p><b>Financial:</b> None</p> <p><b>Physical:</b> Report any faults in equipment and resources to Team Leader</p>
<b>Customers and Clients:</b>	To supervise and ensure the health and safety of children at all times.
<b>Working Conditions:</b>	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p>
<b>Characteristics of the post:</b>	<p>The ability to regularly evening meetings.</p> <p>The clerk will be required to attend a clerks development programme of training, to be held within Trust schools</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications - see page 1 of this job</li> </ul>



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specification

- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.**