



## JOB DESCRIPTION

<b>Job Designation</b>	Higher Level Teacher Assistant
<b>Salary</b>	£13,653 - £19,425.80 dependent on experience
<b>Reports to</b>	Headteacher

<b>Main Purpose of Job</b>	The HLTA will contribute to a range of teaching, learning and pastoral activities under an agreed system of supervision. The HLTA will support the qualified teacher as a part of a professional team and will be responsible for planning their role in lessons. Supported by the teacher, the HLTA will also have responsibility for preparing, delivering, assessing, reporting and marking learning activities for individuals/groups/whole class. The HLTA will be required to support pupils in different contexts and settings for example 1:1, small group and offsite.
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<b>Main Duties and Responsibilities:</b>	
<p>Support for pupils</p> <ul style="list-style-type: none"> <li>• Implement structured learning activities and to assist individual/groups of pupils to complete tasks</li> <li>• Undertake activities to assist in the development and monitoring of the personal, social and emotional needs of the pupils</li> <li>• Develop positive relationships with pupils to assist pupil progress and attainment</li> <li>• Assist in the devising of pupil's individual targets and their monitoring and review</li> <li>• Support pupils as part of a planned inclusion programme</li> <li>• Support pupils with special needs and/or bilingual needs</li> <li>• Contribute to the health and well-being of pupils</li> <li>• Contribute to Education Plans as appropriate</li> <li>• Assess the needs of pupils and differentiate curriculum content to support pupils' learning</li> <li>• Within an agreed system of supervision, plan and deliver challenging teaching and learning objectives</li> <li>• Take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour</li> </ul> <p>Support for the teacher</p> <ul style="list-style-type: none"> <li>• Contribute to the planning and evaluation of learning activities</li> <li>• Produce lesson plans and worksheets</li> <li>• Monitor and record pupil progress and achievement in lessons/activities</li> <li>• Provide evidence of the range and level of pupil progress and attainment</li> <li>• Assist in the production of learning resources</li> <li>• Contribute to maintaining pupils' records</li> <li>• Undertake routine classroom administrative tasks</li> <li>• Administer/mark routine tests and invigilate exams</li> <li>• Undertake routine marking of pupils' work and record achievement</li> </ul> <p>Support for the school</p> <ul style="list-style-type: none"> <li>• Organise and manage a supportive environment where effective learning can take place</li> </ul>	

- Work within school policies and procedures
- Promote positive working relationships with parents, carers and outside agencies
- Review and develop own professional practice
- Attend training as appropriate
- Take care for their own and other people’s health and safety
- Be aware of the confidential nature of issues relating to the pupil/home/teacher/school

Support for the curriculum

- Deliver learning activities including literacy and numeracy programmes to pupils, adjusting activities in accordance with pupil needs
- Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
- Deliver alternative and enrichment curriculums
- Support the use of ICT in learning activities

Community

- Support pupils to develop positives strategies to understand and cope with community situations
- Develop a range of community based learning experiences for pupils
- Develop and maintain strong community links through collaboration with local organisations, agencies and charities

Other Requirements:

Hexagon Care Services is a national provider of children’s home and the post holder maybe expected to support at other sites that are a reasonable distance to travel.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

The company supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company EO Policy and Guide to Equality document.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at any time.

Signed:	Date
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