

Bath & Wells Multi Academy Trust	
Job Title:	Higher Level Teaching Assistant (HLTA)
Reports To:	Headteacher/Deputy Headteacher

The Aim of The Bath & Wells Multi Academy Trust:
To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'
The Bath & Wells Multi Academy Trust's mission is to provide an education which is life enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Main Job Purpose

To Assist the Headteacher and Teachers in the development and implementation of a programme of work and in the provision of a stable, caring, and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.

The primary purpose of the Higher-Level Teaching Assistant is to complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision. The post holder will have a significant role to play in the planning, delivery, and monitoring of learning activities.

This is primarily a classroom-based role. The post holder will work as a member of the school team, working with teachers, teaching assistants and pupils to make a major impact on teaching and learning within the school. This post holder will be committed to raising pupils' educational achievement and have high expectations of all pupils and respect for every child's background.

The post holder may be deployed to release teachers for guaranteed planning, preparation, and assessment (PPA) time, and/or to provide cover for teachers in emergencies. This role may also carry out work under the direction and supervision of a qualified teacher.

Main Responsibilities and Duties

To undertake the following, subject to the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school:

To plan and prepare lessons with Teachers, participating in all stages of the planning cycle including lesson planning, evaluating, and adjusting lessons / work plans.

To develop and prepare resources for activities in accordance with lesson plans and in response to pupil need.

Work within a framework set by the teacher to plan their role in lessons including how they will provide feedback to pupils and colleagues on pupils' learning and behaviour.

To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.



To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

Organise and safely manage the appropriate learning environment and resources.

Use clearly structured teaching and challenging learning activities, that interest and motivate pupils, and advance their independence as learners.

Promote and support the inclusion of all pupils in the learning activities in which they are involved. Assist the class teacher in encouraging acceptance and integration of children with SEN or from different cultures and or with a different first language.

Advance pupils' learning in a range of classroom settings, including working with individuals, small groups, and whole classes where the assigned teacher is not present.

Where relevant, guide the work of other adults supporting teaching and learning in the classroom.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Organise and manage safely the learning activities, the physical teaching space, and resources for which they are given responsibility.

Promote and support the inclusion of all pupils including those with specific needs, both in learning activities and within the classroom.

Use behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful environment and encourage pupils to interact and work cooperatively with others.

Support teachers in evaluating pupils' learning needs and progress through a range of assessment activities.

Support the teaching of the curriculum by delivering interventions to groups of pupils. To be familiar with lesson plans, individual pupil targets and learning objectives.

Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.

Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.

Contribute to maintaining and analysing records of pupils' progress

Supervision and Management

To carry out duties subject to the direction and supervision of a nominated teacher in accordance with arrangements made by the Headteacher of the school

To supervise and manage pupils and their learning within the context of the learning environment, in accordance within an agreed remit from the class or subject teacher.

To supervise the work of Teaching Assistants within the learning environment unless a qualified teacher is present.



Problem Solving and Creativity

The post holder must act consistently within school policy and procedures to ensure that pupils are treated fairly and with equality. Lack of such consistency would have significant repercussions for other colleagues and for whole school ethos

Know and use the school's referral system as appropriate in the event of problems with an individual pupil, or class or other adult.

KEY CONTACTS AND RELATIONSHIPS

Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.

Demonstrate and promote the positive values, attitudes, and behaviour they expect from the pupils with whom they work.

Encourage pupils to interact and work cooperatively with others

Work collaboratively with colleagues, and carry out their roles effectively, knowing when to seek help and advice.

Support the role of parents in pupils' learning and contribute to / lead meetings with parents to provide constructive feedback on pupil progress, achievement, and behaviour, maintaining sensitivity and confidentiality at all times.

Aim to improve their own practice, including through observation, evaluation, and discussion with colleagues.

Decision Making

There will be a need to make immediate decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of pupils. Such decisions must be taken in accordance with school policies, but the post holder will often need to act on his or her initiative.

The post holder will take responsibility for the maintenance of working standards and behaviour in the learning environment when working in charge of a group or class of students.

Resources

Books, stationery, writing equipment, ICT equipment.

Working Environment

A normal school environment which will involve standing for extended periods and also frequent bending. The job holder may be involved in external school activities such as swimming and educational visits.

Occasionally physical effort is required in providing assistance to pupils with significant physical disability. There may be an occasional need to physically lift pupils, such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs. However, there is no expectation of manual handling unless training has been given.

There may be occasional physical risks associated with intervention in incidents of challenging behaviour.



The majority of the work will take place in the school environment, there will also be some work undertaken off the school site, including educational visits

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> HLTA NVQ Level 4 qualification Willingness to undertake further relevant study or training Recent successful experience as a Teaching Assistant/Senior Teaching Assistant or similar position within an educational environment Experience of working with pupils in a school environment 	<ul style="list-style-type: none"> An accredited Assessor will have assessed you as having met the HLTA standards Experience of working as a HLTA
Knowledge	<ul style="list-style-type: none"> Demonstrable sufficient knowledge and understanding to be able to help pupils make progress with their learning relating to a specialist area, which could be subject based or linked to a specific role (e.g. in support of an age phase or pupils with particular needs). Sufficient understanding of specialist area to support pupils' learning and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved. Familiar with the school curriculum, age-related expectations of pupils, the main teaching methods, and testing/examination frameworks. Understand the aims, content, teaching strategies and intended outcomes for the lessons, and understand the place of these in the related teaching programme. Know the key factors that can affect the way pupils learn and promote the inclusion and acceptance of all pupils within the classroom. Aware of the statutory frameworks relevant to their role. Know the legal definition of Special Educational Needs (SEN), and familiar with the guidance about meeting special educational needs given in the SEN Code of Practice. 	



	<ul style="list-style-type: none">• Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.	
Skills and Abilities	<ul style="list-style-type: none">• Ability to use ICT to advance pupils' learning and use common ICT tools for their own and pupils' benefit.• Ability to work collaboratively• Ability to use a variety of interpersonal skills and strategies to establish supportive and positive relationships with colleagues, pupils, parents, and carers.• Ability to maintain confidentiality and treat such matter sensitively.	
Work-related Personal Requirements	<ul style="list-style-type: none">• Flexibility in carrying out duties• Ability to stand for long periods of time and bend when working with children• Ability to lift books and equipment	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: