

LINDEN LODGE SCHOOL

JOB DESCRIPTION

STATUS

Job Title: Higher Level Teaching Assistant
Accountable to: Headteacher/Head of School
Grade: Scale 5/6

CONTEXT

HLTA's support the planning, preparation and delivery of learning activities for individualised learning programs within the class. The HLTA will complement the teachers' delivery of the specialist adaptive curriculum and contribute to the development of other support staff, pupils and school policy/strategy.

HLTA's also contribute towards a positive learning culture that promotes success and personal wellbeing for all students and staff

HLTA's also provide PPA and cover as required.

All aspects of the job description are to be carried out within a system of supervision by qualified teachers

ROLE

Planning

- Plan and prepare Lessons with teachers, participating in all stages of the planning cycle including lesson planning, evaluating and adjusting lesson/work plans
- Develop and prepare resources for learning activities in accordance with the lesson plan and in response to pupil needs
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policy and procedure.

Monitoring Supervision and Development

- Assisting Teachers in offering support and guidance to other TA's and undertaking formal training of staff
- Support and guide new and less experienced staff when required and share best practice and knowledge when appropriate.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Participate in staff meetings and training days when required

Behavioral and Pastoral

- Understand and implement school child protection policies and comply with safeguarding and other responsibilities
- Provide support and assistance for children's pastoral needs health and wellbeing (for example dressing, toileting, medication and caring for any unwell/distressed children)
- Provide physical support and help maintain children's personal equipment by reporting faults as required

- Administer medication as agreed in accordance with healthcare plans
- Foster and maintain a constructive and supportive relationship with parents/carers, exchanging appropriate information, facilitating their support for their children's attendance, access and learning.
- Assist teachers by receiving instruction directly from professional or specialist staff such as social workers, health visitor and physiotherapists
- Always work within the school's safeguarding and health and safety policies
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To Undertake other duties appropriate to the post that may be reasonably required from time-to-time

GENERAL

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the class teacher, deputy head and headteacher
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Service and Self Review</i>	<p>Participate in the School's Self Review of performance</p> <p>Review methods of effective teaching and learning</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Take instruction and support class teacher in the class
REVIEW	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.