

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Higher Level Teaching Assistant (HLTA)

Accountable to: Heads of Department

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.

Planning and support for the Teacher

- Plan and prepare Lessons with teachers, participating in all stages of the planning cycle including lesson planning, evaluating and adjusting lesson/work plans
- Work with the teacher to establish an appropriate learning environment within the class that is suited to the pupil needs within the class.
- Working with the teacher to be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and records as requested
- Use specialist (curricular/learning) skills, training and experience to support pupils in groups and through interventions
- Assist with the development and implementation of target setting
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and prepare resources for learning activities in accordance with the lesson plan and in response to pupil needs
- Accurately record achievement/progress as directed by Class Teacher.
- 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

Behavioural 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
- 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
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.

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| <i>Safeguarding</i> | 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 Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role 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 |
| <i>Leadership</i> | To work under overall supervision of the Headteacher |

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| <i>CPD</i> | Commitment to own continued professional development and to undertake mandatory training as required |
| <i>Service and Self Review</i> | Participate in the School's Self Review of performance Review methods of effective teaching and learning |
| <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> | Work with and support other colleagues to ensure the smooth and effective running of the School |
| GENERAL DETAILS | |
| REVIEW | |
| <p>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.</p> | |