

HLTA Job Description

Job Title: Higher Level Teaching Assistant

Grade 4

Location: Manor Park Primary School

Job Purpose:

To work collaboratively with the responsible teacher by utilising advanced knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

Main Duties and Responsibilities:

Under the guidance of teaching/senior staff and within an agreed system of supervision

- Undertake appropriate planning and preparation of lessons and course for individuals, groups and whole classes
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required
- Assess the development, progress and attainment of pupils
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs
- To manage and co-ordinate the work of a group of educational support staff, including the monitoring of work and performance development

JOB RESPONSIBILITIES AND TASK MAY INCLUDE SOME OF THE FOLLOWING:

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate
2. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
7. Undertake supervision, and discipline of pupils within the procedures of the school providing feedback to pupils
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance
9. Ensure that pupils can safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early years

11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
12. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate
13. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress
14. Assist the teacher in monitoring and analysing records of pupils' progress
15. Utilise ICT in learning activities and develop pupils' competence and independence in its use
16. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid;
 - Assist with the administering of medicines under the direction of the appropriate medical staff;
 - Assist with the identification and monitoring of children's general health and welfare
17. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
18. Support and contribute to the overall ethos/work/aims of the school;
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtimes
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits
21. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training
22. Attend and participate in relevant meetings as required
23. Support senior management in the recruitment and deployment of teaching assistants within school
24. Organise regular team briefings for teaching assistants within the school and have responsibility for the induction of newly appointed teaching assistants
25. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom
26. Any other duties and responsibilities within the range for the salary grade.

All employees must:

The post holder must comply with Coventry City Council's health and safety policy and is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Managers and supervisors

The postholder must comply with Coventry City Council's health and safety policy and is required: -

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
 - To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
 - To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
 - To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
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- To ensure the effective operation of their health and safety management structure, directorate health and safety committees, the communication of health and safety issues and the effective coordination of responsibilities with partner organisations
 - To ensure that accountability for health and safety management is properly assigned, understood and accepted at all levels and that effective monitoring and reporting arrangements inform DMT and directorate health and safety committee
 - To ensure the development and delivery of a directorate health and safety action plan that supports and is aligned with the council's corporate plan
 - To provide adequate resources to enable the discharge of their health and safety responsibilities

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

NOTE

There is no requirement for a teaching assistant to attend for work outside the contractual hours of work for the post. Any attendance of a teaching assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the teaching assistant and the headteacher. This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment

Responsible to: Headteacher

Date Reviewed: April 2020

