



## Job Description

**Job Title: Higher Level Teaching Assistant – Level 3**  
Department/Directorate: Education and Libraries  
Location: Mainstream  
**FT/PT or equivalent:** Full-time position (5 days)

Grade: 4

### Job Purpose

To work collaboratively with the responsible classroom teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

### Duties and Responsibilities

#### OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and courses 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/young people, including those pupils with special educational, physical or emotional needs.

**JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:**

1. Work with the teacher/SENDCO in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils 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 pupil's 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/service, 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 are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, 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/lead 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 lunchtime.
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. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
24. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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 (Data Protection Act 1998)

#### 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 Head Teacher (or Teacher acting on Head's behalf). 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 for:**

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<b>Job Title: Higher Level Teaching Assistant (Mainstream)</b>		<b>Grade: LEVEL 3</b>
	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> <li>• To understand the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Full understanding of the range of support services and providers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific special educational needs and disabilities, including ASC, Complex communication</li> <li>• Knowledge of early language acquisition (RWI, oracy, early reading)</li> <li>•</li> </ul>

<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to plan effective actions for pupils at risk of underachieving</li> <li>• Ability to self evaluate learning needs</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to utilise ICT effectively to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of the HLTA Level 4 qualification (essential – a willingness to work towards the qualification)</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with general/specific special needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning differentiated activities</li> </ul>
<p><b>Educational</b></p>	<ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills equivalent to NVQ 2 in English and Maths</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience (willingness to work toward this accreditation)</li> <li>• Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Meet Higher Level teaching Assistant standards</li> </ul>

Role information:

The role of SEND provision HLTA requires the staff member to support the SENDCO and Early Years leads in delivering the personalised provision for a range of pupils with complex needs.

The majority of the children will be working towards Educational Healthcare Plan (EHCP) targets, which require significant adaptation to the national curriculum and Early Learning Goals for the children to be able to achieve them.

The HLTA will be supported in planning and leading on the practical learning taking place in our newly created SEND pod.

The HLTA will be required to lead the other LSAs involved in the provision by supervising the delivery, supporting them in delivering the curriculum.

The HLTA will support the SENDCo and EY lead in assessing the progress of pupils, liaising with parents around their child and coordinating any engagement with the child's class teacher around accessing provision within the mainstream school.

Please share your reasons for applying for the role. Including your interest in SEND

Please state how you believe you have the skills and/or experience to be successful in the role:

Please share where you believe you require additional support and guidance to be successful in the role

