



Higher Level Teaching Assistant Job Description

Contractual Details

Post Title:	Higher Level Teaching Assistant (HLTA)			
Contract type:	Permanent ✓	Fixed Term	Full time ✓	Part time
Salary:	£23,220.50			
Contractual Hours:	5 days per week; Term Time plus INSET days (40 hours per week) Monday – Friday: 8.30am - 16.30pm			

Job purpose

- To support children's learning as directed by the Headteacher and Classroom Teacher, working with groups of children/students or individuals ensuring all children have access to the curriculum in a safe, caring and learning environment.
- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- Cover lessons under the supervision of the teacher as necessary.

Post Holder's Responsibilities

Key Skills	<p>The main duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> • To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices. • Contribute to the children learning using knowledge of school policies and practice. • Providing additional teaching support for the child/children notified to you by the Head Teacher or other appointed senior teacher in the school • To aid the children to learn as effectively as possible both in group situations and on his/her own by, for example; clarifying and explaining instructions. • Supervising and supporting pupils, ensuring their safety and access to learning. • Ensuring the children are able to use equipment and materials provided. • Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. • Helping to make appropriate resources to support the children. • To establish supportive relationships with the children. • To monitor the children's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. • To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem. • To mark the children's learning under the direction of the class/subject teacher.
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LALEHAM LEA CATHOLIC INDEPENDENT SCHOOL

	<ul style="list-style-type: none">• To support the children in developing social skills both in and out of the classroom.• To support the use of ICT in learning activities and with specific programmes to support learning.• To provide regular feedback on the children's learning and behaviour to the teacher and/or SENCO when needed.• To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the children.• Creating displays of pupils' work• Helping on school outings or at school events• To teach classes as and when required.• Work as a key member of the Laleham Lea team ensuring the well-being, social development of children through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills and reflect on and develop practice.• To act as an ambassador for the School and maintain a positive image of its aims and objectives• To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required
Other	<ul style="list-style-type: none">• To attend and participate in planned and informal CPD training sessions.• To ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about.• To apply all policies, procedures and practices including safeguarding procedures relating to your duties.• Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Headteacher may, from time to time, deem appropriate and necessary.