

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

Job Title: Higher Level Teaching Assistant (HLTA)	Section/Location: The Pines School
School: The Pines School	Grade/Salary Range: H (SCP 15 - 19)
TL4	Working Pattern: 8.30-3.30 M-F TTO +3 days

JOB PURPOSE

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

The HLTA will work alongside the class teachers and teaching assistants but be accountable to the Deputy Head Teacher.

MAIN DUTIES AND RESPONSIBILITIES

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - b. Provide specialist support to pupils where English is not their first language
 - c. Provide specialist support to gifted and talented pupils
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide short-term cover supervision of classes
- Manage the work and development of other classroom support staff

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- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Invigilate exams and tests
- Be responsible for the presentation of displays.

Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

At The Pines we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: Higher Level Teaching Assistant (HLTA) Level 4	Section: The Pines School
School:	Grade/Salary Range: H (SCP 15 - 19)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	HLTA standard or equivalent qualification or experience. Excellent literacy /numeracy skills. Training in relevant strategies e.g. literacy and specialist skills in curriculum or learning area e.g. ICT, bi-lingual, signing.	Supervisory/Management skills training First Aid Training
Competence Summary (Knowledge, abilities, skills, experience)	Extensive experience of working with young people in a learning environment. Full working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks. Able to demonstrate effective supervisory skills. Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks. Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. Able to work constructively individually and as part of a team, understand classroom roles and	

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	responsibilities and work effectively with teaching staff. Able to deliver educational work programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance learning. Able to plan and organise work at an advanced level and contribute to the development of policies and procedures. Able to select and prepare/display a variety of relevant resources for teaching and learning activities. Able to work with pupils within an agreed behaviour management policy. Experience of whole class supervision. Experience of dealing with parents and carers and ability to lead when required.	
Work-related Personal Requirements	Commitment to equality of opportunity Commitment to continuing professional development. Able to coach and mentor others.	
Other Work Requirements	Able to manage CPD and staff appraisal and share knowledge with other staff and support and encourage their development. Suitability to work with children.	