



Higher Level Teaching Assistant (HLTA) Job Description

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

CORE PURPOSE:

To identify students who are achieving below age expected progress and plan and implement support to make accelerated progress.

STAFF MANAGEMENT:

- Lead a number of Learning Support Assistants
- Monitor, assess and develop the roles of some LSAs
- Liaise regularly with Inclusion Manager and other SEND staff to develop cohesive planning

TEACHING AND PLANNING:

- Curriculum support
- Small group teaching for literacy and maths
- Individual teaching for interventions and mentoring

STUDENT PROGRESS:

- Liaise with key staff over student progress and respond as needed through interventions
- Report progress and impact of interventions to key staff concerning student progress

MONITORING, ASSESSMENT, RECORDING AND REPORTING:

- Administration and marking of a range of standardised tests used for monitoring literacy progress and the preparation of data for input on SIMS
- Observation of students and provision of written feedback

GENERAL:

- Flexible troubleshooting at short notice
- Liaise with outside agencies and parents when required
- Engage with appropriate training opportunities to promote professional effectiveness in this role

- Ensure the health and safety of all students

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.