

## Job Description

<b>Job title</b>	<b>Higher Level Teaching Assistant (HLTA)</b>
<b>Pay Grade</b>	H4-H5
<b>Purpose of the Role</b>	To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with whole classes, groups and individuals under the direction of a qualified teacher. The following is not an exhaustive list of roles.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction of a teacher</li> <li>Assess, record and report on development, progress and attainment</li> <li>Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li> <li>Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision</li> <li>Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning</li> <li>Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate</li> </ul>
<b>Teachings Assistants in this role may also undertake some or all of the following:</b>	<ul style="list-style-type: none"> <li>Be involved in developing and implementing individualised plans for pupils (such as APDR's and Behaviour support plans)</li> <li>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.</li> <li>Contribute to the development of policies and procedures</li> <li>Provide cover supervision of classes</li> <li>Supervise or manage the work and development of other classroom support staff</li> <li>Be responsible for the preparation, maintenance and control of stocks of materials and resources</li> <li>Liaise with external agencies on a regular basis (e.g. behaviour support team members who may be supporting within lessons)</li> <li>Be responsible for pupils who are not working to the normal timetable</li> <li>Invigilate national assessments and tests</li> <li>Be responsible for the presentation of displays.</li> </ul>
<b>Knowledge</b>	<p>NVQ level 2 in Mathematics and English (or equivalent)</p> <p>Good knowledge of ICT (including tools for planning, research, analysis &amp; admin) and hardware (inc digital cameras, computers, email and internet)</p> <p>Understanding of statutory and non-statutory frameworks for school curriculum</p> <p>Understanding of SEN code of practice and disabilities legislation</p> <p>Understanding of Health and wellbeing, safety and child protection</p> <p>Understanding of the Schools Ethos and Values</p> <p>Understanding of Data Protection and confidentiality</p>
<b>Competencies</b>	<p>Communication (written and verbal)</p> <p>Decision making</p> <p>Team working</p> <p>Active listening</p> <p>Sensitivity</p> <p>People management</p> <p>Monitoring</p> <p>Drive</p> <p>Adaptability</p> <p>Managing relationships</p>

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PM process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*