

## Job Description

### Higher Level Teaching Assistant (HLTA)

<b>Grade:</b>	H4
<b>Location</b>	Buntingford First School
<b>Reporting to:</b>	SENDCo

#### Job Purpose

To provide a high standard care and education for children in the setting.

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes on an individual, group or whole class basis.

To deliver regular whole class teaching when required.

To complement and support class teachers in the teaching of 1:1 or small groups of children, as well as supporting in the classroom, whilst progressing children in their learning.

To effectively liaise with TAs, teachers and external professionals as required.

#### Key Responsibilities and Duties

- To safeguard the children at all times and ensure you are complying with safeguarding policies and procedures.
- To deliver PPA cover lessons on a regular basis to a whole class
- Cover the teaching of classes when there is staff absence
- To offer assistance for the children within the classroom, to enable the student to participate in the lesson and develop knowledge, understanding and skills.
- To ensure that a caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential
- To prepare exciting opportunities that meet children's developmental needs and stimulates their learning and integration
- To observe and assess children's development and keep accurate records of their achievements.
- To attend to students' personal needs, including social, health, hygiene, and welfare matters in order for the student to have full access to their learning experience and fulfil their potential.
- To attend to students' physical needs as required, whilst encouraging independence.
- Carry out lunch time supervision ensuring the safety of all children.
- To work, where appropriate, cooperatively with outside agencies
- To act as an ambassador for the school by maintaining a positive image of its aims and objectives.

- To update training and continued professional development.
- To ensure the provision of a high-quality environment to meet the needs of all children and to abide by the Equal Opportunities Policy.
- Be flexible within working practices of the school. Be prepared to help where needed, including domestic jobs within the nursery, e.g. preparation of snacks, cleaning equipment etc.
- Be a pro-active team member, offering appropriate support to your colleagues.
- Ensure care routines are followed with regards to nappy changing (if required), toileting, and handwashing.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
- To communicate effectively with the SLT and Class Teacher regarding all parts of the class.
- Planning and delivering high quality interventions
- Leading other support staff in ensuring high quality support for children with SEND, as well as other groups of children being supported in the classroom.
- Reporting to the class teacher and SENDCo, creating a 'joined up' approach to the support of pupils with a variety of needs including learning, behavioural, communication, social, sensory or physical difficulties and medical needs.
- Establish positive relationships with pupils, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To support and guide other TAs' work in the classroom and lead training for other teaching assistants. To act as 'mentor' to new or less experienced TAs.
- Model good practice at all times whilst maintaining high levels of professional conduct.
- Support and promote the use of ICT in the classroom and develop pupils' competence and independence in its use
- To carry out any other duties that might reasonably be required from time to time by the school.

## **General**

- To understand and apply school policies in relation to health, safety and welfare
- To respect confidentiality at all times
- To take an active part in the school's appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To follow the school's Safeguarding Procedures and contribute to the safety of all children in the school.
- The jobholder is required to contribute to and support the overall aims and ethos of the school.

- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

### **Physical Effort**

The role involves working directly with children including bending, kneeling and crouching for periods of time.

- It may also involve occasionally lifting or holding children during planned activities, and may include toileting duties.
- The curriculum requires that a broad range of activities, including outdoor play, should be made available for children to access daily, so the role will involve working outdoors
- Lifting and carrying of equipment, and bending and clearing away after sessions are all a daily part of this role, sometimes assisted by the children.
- The job may include clearing up blood or other bodily fluids of children.

### **Criminal Records Bureau**

- 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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.**

**This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.**