

Higher Level Teaching Assistant Job Description	
Job Title:	Higher Level Teaching Assistant and Tutor
Responsible to:	Senior Leadership Team
Liaising with:	Heads of School, SLT, Teaching and Support Staff, Parents, Pupils and Outside Agencies
Pay Scale:	SCP8-SCP12
Contract Terms:	Permanent



All staff should be committed to the Academy and East Midland Academy Trust purpose to provide a relentless focus on great leadership and management and outstanding teaching. The East Midland Academy Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

Core role of a Higher-Level Teaching Assistant

- Undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a HLTA's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Promote the inclusion of all pupils, ensuring equal opportunities for all
- Work with teachers to plan, organise, support and assess teaching and learning activities for classes, across the school
- Complete specified learning activities with individuals and groups under the directions of the teachers
- Provide cover supervision to whole classes on a scheduled and unscheduled basis
- Be responsible for the development of an identified area of curriculum or school improvement as and when required

Responsibilities of a Higher-Level Teaching Assistant

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lesson plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures



Teaching and Learning

- Teach whole classes within a pre-determined lesson framework, across the whole school
- Teach individuals and groups and provide quality learning opportunities to address identified gaps in learning, across the whole school
- Provide verbal and/or written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Support the teaching of English and Maths and assist pupils to access the full curriculum, be familiar with lesson plans, IEP targets and learning objectives
- Monitor individual or group achievement of key learning objectives and feedback to the teacher
- Be actively involved in the day-to-day management of the learning environment, providing a purposeful, orderly and supportive environment
- Support the implementation of strategies to manage pupil behaviour and support with managing pupil behaviour in accordance with the Behaviour Policy
- Progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole class where the assigned teacher is not present
- Establish constructive working relationships with parents, promoting the Shepherdswell Academy's home/school agreement

Monitoring and Assessment

- Contribute to the assessment of pupils by teachers through observation and reporting
- Provide information for / or attend SEND review meetings, as appropriate
- Assess the pupils' responses and to learning tasks and where appropriate modify methods to meet individual or group needs
- Monitor pupils' engagement, progress, and provide constructive feedback to pupils in relation to their progress and achievement

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other support staff



- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Our higher-level teaching assistants are an integral part of our dedicated team who are working hard to attain high standards across the academy.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

As far as is reasonably practical, the post holder must ensure that employees adopt safe working practices, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

Additional duties for this post

Promoting a culture of reading

- Support the English Lead to develop and promote the love of reading across the school
- Encourage all pupils to develop a love of reading and become confident, fluent readers
- Share books, recommendations and reviews with the classes
- Complete library audits to find out what books and genres are needed to support reading
- Support with reading events across the school
- Support with displays to promote reading within the school
- Regularly read with pupils eligible for pupil premium to improve reading skills
- Provide opportunities through reading clubs for pupils to develop their love of reading
- Support and promote new researched based reading initiatives
- Encourage and support pupils becoming reading ambassadors across the school



Post Holder (print name):

Post Holder (signature):

Line manager (print name):

Line Manger (signature):

Headteacher (print name):

Headteacher (signature):

East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to safer recruitment requirements.

This post is subject to an Enhanced DBS Disclosure