

JOB DESCRIPTION

JOB TITLE	Higher level Teaching Assistant (HLTA) – English specialist
MANAGED BY	SENDSCO
GRADE	Grade 9
HOURS	31 hours over five days per week: Monday 08.30 – 16.30, Tuesday to Friday 08.30 – 15.30 (15 minute morning break and 45 minute lunch break) Term time only including 5 inset days

Purpose of the Job

- To provide support for pupils outside and within the classroom on an individual or group basis under the general direction of the line manager.
- Oversee appraisals and targets for up to 4 members of staff.

Responsibilities

1. Support for children's learning by

- establishing a supportive and trusting relationship with pupils
- being aware of pupils' individual needs and the strategies most useful for addressing them
- helping pupils access the content of a lesson by providing clarification and explanation and accessible materials, when appropriate
- motivating pupils and building up their self-esteem
- helping with the recording of work
- encouraging and keeping on task those who find it difficult to concentrate
- helping pupils develop organisation skills to work towards becoming independent learners
- contributing to review meetings and monitoring procedures
- liaising with key workers, parents and outside agencies
- working on a one-to-one basis with pupils as appropriate, helping them to meet individual targets
- assisting with activities for supported pupils outside the classroom, supervising pupils at lunchtime and when visiting places outside college
- developing a knowledge of Literacy, Numeracy and other curriculum areas
- identifying personal in-service training needs and attending courses as directed
- encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- employing strategies to recognise and reward achievement of self-reliance
- using their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- using allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- planning how they will support the inclusion of pupils in the learning activities
- facilitating or overseeing interventions within SEN that are specific to their retrospective subjects
- facilitating alternative qualifications in the subject e.g. Entry Level or Functional Skills by
 - being the contact person for this qualification for the exam board.
 - learning and understanding the specification of these.
 - working closely with the class teacher to ensure topics are covered, targets and deadlines are met.
 - understanding the mark scheme and accessing training on this if appropriate.
 - submitting coursework if included in the course.
 - completing all administration necessary.

2. Support for the learning environment by

- supporting teachers in the delivery of the curriculum
- leading the learning of small groups of pupils
- assisting teachers in observing and assessing individual pupils
- assisting teacher by identifying or designing suitable teaching materials
- providing regular feedback about pupils' progress
- liaising between pupil and teacher where appropriate
- assisting the teacher in the implementation of pupils' support plans
- attending relevant meetings, and keeping up to date with the day-to-day work of the college
- liaising with teaching and non-teaching staff with regard to preparation for, and working within, lessons
- providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement etc
- administering and assessing tests where appropriate
- attending after school department meetings for their retrospective subjects
- attending departmental meetings on inset days in their retrospective subjects
- building a good relationship with the teaching team of their subject area
- using their understanding of the schemes of learning and qualifications of their subject area to offer specialist support to teachers and students in these subjects
- offering TA support primarily in their subject area

Care and support for children by

- ensuring the health and safety of pupils in your charge and within the classroom
- supporting in the maintenance of uniform standards
- being aware of and supporting differences, ensuring all pupils have equal access to opportunities to learn and develop
- contributing to the overall ethos/work/aims of the school
- establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

General Accountabilities

- A. So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.
- B. Support the Catholic character of the college at all times.
- C. Work in accordance with college policies and procedures.
- D. Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
- E. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
- F. All employees participate in an annual review of performance and agree development targets.
- G. Undertake training appropriate to developing the role
- H. The Line Manager for this post will be the Special Educational Needs Coordinator.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.

May 2022