AVANTI COURT
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Job Description
HLTA (Maternity Cover)

Job Purpose and Content

The Higher Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils in the school. The HTLA makes a specific (to be agreed) subject and/or curriculum contribution to the school's teaching and learning programme.

The HTLA works under the direction and control of the headteacher, and that general authority will be delegated to a relevant member of SLT- Deputy Headteacher or Assistant Headteacher. At all times the HLTA will work subject to the direction of a teacher within an agreed system of supervision and management.

The HLTA will teach individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant. They will also supervise/cover classes (without the presence of a teacher) for no longer than three days at a time in the event of planned or unplanned absence by other teachers in the school. The HTLA may manage a team of teaching assistants, may be expected to supervise the work of other teaching assistants and will be expected to make a contribution to their professional development.

Principal Responsibilities

Subject to the direction and supervision of a designated teacher:

1. Supervise/cover classes (instead of a supply teacher) at short notice in the absence of a teacher (unplanned absence)

2. Collaborate with teachers/managers to organise and teach classes and contribute to planning in the planned absence of a teacher including PPA

3. Provide written and verbal feedback to teachers and pupils in relation to teaching and learning/ progress and achievement

4. Work with pupils either one-to-one or in small groups or those with specific learning needs/difficulties

5. Undertake first aid training and administer

6. Be familiar with ILP plans, targets and learning objectives

7. Promote the inclusion and safety of all pupils
8. Invigilate, supervise, mark and assess national and school examinations, tests and assessments

9. Supervise pupils, on or off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events

10. Deploy specific (to be agreed) subject and/or curriculum expertise to teach individuals, groups and whole classes in accordance with the teaching and learning programmes of the school and the relevant curriculum. To include:

    a. Organising, maintaining and developing the learning environment
    b. Contributing to planning and collaborative planning (including differentiation)
    c. Developing and selecting curriculum materials and resources
    d. Behaviour and discipline management (in accordance with the policies and procedures of the school)
    e. Managing and developing relationships with pupils
    f. Monitoring, evaluation and assessment
    g. Deploying teaching and learning strategies
    h. Contributing to pupil records, reports and ILPs in accordance with school policy

11. Use ICT in teaching and learning and support pupils in the use of ICT

12. Contribute to team self-review and the development of professional practice in the school/department/team. (For the avoidance of doubt, this will involve attending meetings, including staff meetings and INSET). This may include working towards the national HLTA standards

13. Manage other teaching assistants and hold regular team meetings with teaching assistants

14. Undertake recruitment, induction, appraisal, training, mentoring for other teaching assistants

15. Take part in relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development

16. Manage a team of teaching assistants and supervise the work of other teaching assistants and contribute to their on-the-job training and their continuing professional development

17. Communicate with parents and carers about the education and welfare of their children and contribute to parent meetings and reports where appropriate. This may involve monitoring attendance and working widely with identified families

18. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours and effectively promote our distinctive Hindu-based ethos.

19. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment

20. Teach regular PPA sessions

21. Provide training for parents when required

22. Supporting the role of parents in pupil's learning and contribute/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job description but which is never the less within the remit of the duties and responsibilities.

2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them

3. This is a new job description will be subject to review with the postholder after one year and may then be reviewed from time to time thereafter.