



Job Description for HLTA

Job Title	HIGHER LEVEL TEACHING ASSISTANT FOR TARGETED INTERVENTION & STUDENT SUPPORT IN CORE SUBJECTS (HLTA / TA4)
Grade	7 - SCALE POINT 30 - 33
Primary Purpose of the Job	<p>To provide students with specialist support and contextualised teaching in order to assist them with meeting their learning targets within lessons, small groups and 1:1 sessions</p> <p>To carry out diagnostic assessments of identified students and support the development of individual learning programmes</p> <p>To carry out targeted interventions to promote progress, and carry out assessment, then record and monitor the progress of identified students</p> <p>To liaise with support staff across the school to increase understanding and awareness of individual learners' needs in Literacy and Numeracy</p> <p>To develop relevant learning resources in a range of formats to support student progress in Literacy and Numeracy</p> <p>To support in classroom management and behaviour techniques</p> <p>To manage and develop specialist resources within the school</p>
Responsible to	Headteacher
Responsible for	n/a
Principal Responsibilities	Provide support for the students, teachers, other teaching assistants and for curriculum development and resourcing

MAIN DUTIES

1. Support for the Student

- a** Promote inclusion and acceptance of all students
- b** Provide consistent supportive learning experiences for students, responding appropriately to individual needs
- c** Encourage students to interact with others and engage in adult-led activities
- d** Promote self-esteem and independence, employing strategies to recognise and reward achievement within established Rumworth School procedures

And then, in conjunction with the teacher:

- e** Assess the needs of students and use detailed knowledge and specialist skills to support student learning
- f** Establish excellent working relationships with all students, acting as a role model and setting high expectations
- g** Develop and implement individual learning programmes
- h** Provide feedback to students in relation to their progress and achievement

2 Support for the teacher

- a** Production of lesson planning and resources within the agreed system of supervision, including assisting with the display of student work
- b** Effectively contribute to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- c** Use teaching and learning objectives to plan challenging and appropriate activities, and evaluate & adjust lesson/work plans as appropriate within agreed systems of supervision
- d** Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- e** Provide objective and accurate feedback and data as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- f** Be responsible for keeping and updating records in an agreed format with the teacher, contributing to reviews of systems/records as requested
- g** Administer and assess/mark tests and accurately record achievement/progress, including the invigilation of exams/tests
- h** Establish a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence in line with established Rumworth School policies and practices
- i** Support the role of parents & carers in student learning and contribute to/lead meetings with parents & carers to give constructive feedback on student progress/achievement etc.

3 Support for the curriculum

- a** Deliver learning activities/programmes, adjusting activities according to individual needs within agreed system of supervision
- b** Support the delivery of literacy and numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- c** Use ICT effectively in learning activities and develop student competence and independence in its use
- d** Assist students to access learning activities through specialist support
- e** Select and prepare required resources to lead learning activities, taking account of the interest, language and cultural backgrounds of students
- f** Advise on appropriate deployment and use of specialist aids, resources and equipment

4 Support for the school

- a** Comply with Rumworth School policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate named person (as named in the policy concerned)
- b** Be aware of, and support difference and ensure all students have equal access to opportunities to learn and develop
- c** Contribute to the school ethos, aims and development/improvement plans
- d** Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students taking the initiative to develop appropriate multi-agency approaches
- e** Attend and participate in regular meetings as required
- f** Participate in training and other learning activities as required
- g** Establish own best practice, take a lead in targeted intervention and support others

- h** Assist with the planning of opportunities for students to learn in out-of-school contexts, according to Rumworth School policies and procedures and within working hours
- i** Contribute to the identification and execution of appropriate "learning outside the classroom" (LOTC) activities, which consolidate and extend in-school activities

5 Line Management responsibilities

- a** Deployment of learning support within own lessons or groups, inclusive of deployment of resources to support Literacy and Numeracy across the wider school
- b** Ensure effective team communication and actively support the development of others
- c** Actively participate in Rumworth School's distributed leadership processes and practices

Developing self and others

- d** To make every effort to access development opportunities
- e** To actively participate in your own performance management, identifying your development needs through your personal development plan
- f** To contribute to whole-school development by sharing your learning with others

Valuing Diversity

- g** To accept that everyone has a right to their distinct identity
- h** To treat everyone with dignity and respect, and to ensure that feedback is valued by reporting it back into the school.
- i** To promote and participate in Rumworth School's inclusive practices

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description updated

7th October 2021

Job Description updated by

Gary Johnson