EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Higher Level Teaching Assistant
GRADE:	East Sussex Single Status 8
RESPONSIBLE TO:	Head of School/Executive head
MAIN PURPOSE OF THE JOB:	To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers. To work within the statutory frameworks relevant to the role.

KEY TASKS

1. To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved

2. To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved

3. To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme

4. To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit

5. To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour

6. To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with

7. To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement

8. To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning

9. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners

10. To work collaboratively with colleagues, knowing when to seek help and advice

11. To contribute effectively to teachers' planning and preparation of lessons

12. Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour

13. To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests

14. To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures

15. To support teachers in evaluating pupils' progress through a range of assessment activities and contribute to maintaining and analysing records of pupils' progress. To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn

16. To monitor pupils' responses to learning tasks and modify your approach accordingly

17. To promote and support the inclusion of all pupils in the learning activities in which they are involved

18. To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present

19. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom

20. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures

21. To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned

22. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning

23. To improve own practice, including through observation, evaluation and discussion with colleagues.

24. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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Person Specification

Post Title: Higher Level Teaching Assistant
Location: Countywide
Grade: Single Status 8

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	• Ability to contribute effectively to teachers' planning and preparation of lessons • Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour • Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests • Ability to support teachers in evaluating pupils' progress through a range of assessment activities • Ability to monitor pupils' responses to learning and modify approach accordingly • Ability to contribute to the maintenance and analysis of records of pupils' progress		• Application /Interview

	• Ability to communicate effectively and sensitively with pupils to support their learning • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to work collaboratively with colleagues as part of the school team • Ability to guide the work of other adults in the learning environment • Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning • Ability to recognise and respond effectively to equal opportunities issues as they arise		
Education & Qualifications	• Achievement of the Professional Standards for Higher Level Teaching Assistants or able to demonstrate equivalent experience as approved by the Head teacher • A qualification in English/literacy and mathematics/numerac, equivalent to at least Level 2 of the National Qualifications Framework	•	• Application /Interview

Knowledge	• Knowledge of the statutory framework relevant to the HLTA role • Specialist knowledge and experience e.g. in behaviour management, pastoral care, early years, special educational needs or individual subject areas • Knowledge of the legal definition of Special Educational Needs (SEN), and familiarity with the guidance about meeting SEN given in the SEN Code of Practice • Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour • Knowledge of the key factors that affect the way pupils learn		• Application /Interview
Experience	• Experience of working as a Teaching Assistant or equivalent experience of working with children or young people • Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit	• Experience of working in a range of settings or with more than one year group	• Application /Interview
Personal Attributes	• A commitment to the learning of all pupils		• Application /Interview

	• A commitment to improving own practice through observation, evaluation and discussion with colleagues • A commitment to the Education Department's Equality of Opportunities policy		
Date (drawn up): November 2009 **Reference of Officer(s) drawing up person specifications: JM**			

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	☐
Moving & handling operations	☐
Occupational Driving	☐
Lone Working	☐
Working at height	☐
Shift / night work	☐
Working with hazardous substances	☐
Using power tools	☐
Exposure to noise and /or vibration	☐
Food handling	☐
Exposure to blood /body fluids	☐