

Role Profile: Higher Level Teaching Assistant Grade E

Job Purpose	To complement the work of the teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
Decision Making	The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder will have access to a line manager and experienced class teachers for advice and guidance on unusual or difficult problems.
Accountabilities	<ul style="list-style-type: none"> Responsible for the management and development of the primary curriculum while working with groups of children Supervise a team of teaching assistants including the allocation and monitoring of work, carrying out appraisals and training Assess the educational needs of pupils and use knowledge and skills to support pupils' learning Plan teaching and learning objectives to evaluate and adjust lessons plans and the primary provision as and when required Deliver local and national learning strategies e.g. literacy, numeracy, early years and make use of opportunities provided by other learning activities to support the development of pupils' skills Encourage pupils to interact and work co-operatively with others and engage all pupils in activities Responsible for keeping and updating records and for the marking of pupils' work and recording achievement/progress both in written form and electronically Represents teaching assistants at teaching staff/management /other appropriate meetings May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office for processing Undertake other duties appropriate to the grade of the post
Demands	<ul style="list-style-type: none"> Some lifting, stretching and physical effort required for the preparation of the environments for learning and clearing away afterwards. Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort. Post holder will be required to concentrate for most of the morning or afternoon whilst observing, intervening, facilitating and assisting the pupils during learning opportunities. There will also be a requirement to concentrate for periods of up to two hours when marking pupils work and recording progress/achievement. There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.
Working Conditions	<ul style="list-style-type: none"> Post holder mainly operates within classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils. Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.

Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Higher Level Teaching Assistant standard or equivalent qualification or experience, or working towards or willing to work towards HLTA status. • Numeracy/Literacy skills equivalent to NVQ Level 3 in English and Mathematics • Training in relevant learning strategies • Specialist skills/training in curriculum or learning area • Knowledge of relevant policies/codes of practice/legislation • Knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching
Skills and Technical Competencies	<ul style="list-style-type: none"> • Post holder will be required to solve varied problems arising from staff issues and from problems relating to classroom management and the care and control of pupils • Developed training skills required for supporting the pupils in the classroom and effective written and oral communication skills for liaising with the pupils, other staff, parents and outside agencies and professionals • Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students
Corporate Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.