

Ryhope Infant School Academy



Job Description

Job title: Higher Level Teaching Assistant (SEN & PPA)
Grade: NJC Points 12 to 17
Responsible to: Headteacher

Purpose of Post:

- To meet standards of a HLTA as set out within the HLTA National Assessment Partnership.
- To complement the teachers' delivery of a broad, balanced, challenging, stimulating, meaningful and differentiated curriculum for all learners.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- To take a significant role in developing a curriculum area and to be part of a curricula learning team.

Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

HLTA

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans, as appropriate to the needs of the pupils to ensure they provide effective curriculum coverage, continuity, progression and challenge
- With teachers, record progress and achievement in lessons/activities / interventions systematically and providing evidence of range and level of progress and attainment
- To maintain and develop your knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards
- Use detailed knowledge and specialist skills to support pupils' learning
- Deliver local and national learning strategies, in particular SEND strategies and make effective use of opportunities provided by other learning activities, to support the development of pupils' skills
- Have detailed knowledge and experience of SEND Strategies and the Code of Practice for SEN
- Support the SENCO in ensuring the Academy is compliant with all statutory and code of practice requirements for SEN.
- Select and prepare resources necessary to lead learning activities taking account of pupils' individual needs, interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Work within an established behaviour policy so effective learning can take place and good relationships can be formed within the school community
- To contribute to whole school planning activities
- To work within a team to contribute to the co-ordination and effective use of all practitioners.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Learning Team Member

- To contribute to Learning team discussions
- To demonstrate best practice with regard to this area in terms of teaching and learning
- To contribute to the process of monitoring and evaluating children's progress through work scrutiny, resource audits and data analysis
- To contribute to the formulation and implementation of policies as agreed
- To promote a rich, curriculum actively enhancing diversity within the school
- To play a full part in the life of the school actively supporting the vision of the school

- Contribute to Self-Evaluation by meeting requests and deadlines for information actively supporting the Leadership Team

Confidentiality:

All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities:

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.

Review and Amendments:

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Signature: **Signature:**

Post Holder

Head Teacher

Date: **Date:**