Higher Teaching and Learning Partner (HTLP)

Grade: 7

Location: Ribbon Academy Trust

Responsible to: Head Teacher/Senior Team

Job Purpose

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils, school policies and strategies;
- To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required within agreed systems of supervision;
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;
- 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.

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

• Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision;
• Be aware of and work within school policies and procedures;
• Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning;
• Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate;
• Use teaching and learning objectives to plan, evaluate and differentiate lessons/work plans as appropriate within agreed systems of supervision;
• Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning;
• Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;
• Provide support to pupils in more specialist areas of learning;
• Teaching Assistants at this level are expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:

a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND)
b. Provide specialist support to pupils where English is not their first language
c. Provide specialist support to gifted and talented pupils
d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

• Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists;
• Develop and implement Support plans for pupils including Education Health Care Plans and IEP's. Including attendance at, and contribution to, reviews if necessary e.g. TAF;
• Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a lunchtime supervisory assistant;
• Take responsibility for pupils on visits, trips and out of school activities as required;
• Contribute to the development of school policies and procedures;
• Provide short- term cover of classes – both in planned and in unexpected non-timetabled situations;
• Manage the work and development of other classroom support staff where appropriate;
• Be responsible for the preparation, maintenance and control of stocks of materials and resources in line with school policy ;
• Maintain a clean, safe and tidy learning environment;
• Liaise with external agencies as required;
• Provide pastoral care to pupils for example as head of year or tutor group;
• Be responsible for pupils who are not working to the normal timetable;
• Assist pupils with eating, dressing and hygiene, as required and in line with School Policy, whilst encouraging independence where possible;
• Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring , assessing and managing classes
• Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
• May be asked to Administer medication subject to agreement and in line with school policy;
• Invigilate examinations and tests;
• To actively participate in the Ofsted process with regard to specialisms.
• Prepare and present displays
• Support the use of ICT in the curriculum

Support for the School

• Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
• Show a duty of care and take appropriate action to comply with health and safety requirements at all times;
• Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
• Contribute to the overall ethos, work and aims of the school;
• Maintain good relationships with colleagues and work together as a team;
• Appreciate and support the role of other professionals;

• Attend relevant meetings as required;
• Participate in training and other learning activities and performance development as required;
• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.