

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant

Grade: 4 (£22,966 - £24,917) pro rata.

Job Location: Sunningdale School

Directorate: Children's Services

Responsible to: Headteacher

Purpose of Job:

- To meet the requirements of a HLTA as set out in the HLTA Standards (<https://hlta.org.uk/>)
- To undertake 'specified work' as defined in the The Education (Specified Work) (England) Regulations 2012.
 - Namely, to provide support to teachers by providing teaching and learning to pupils within school and to carry out such other associated duties as are reasonably assigned by the Head teacher and/ or Senior Leadership Team (SLT).

Relationships

- The post holder is responsible to the teachers within their curriculum pathway as well as the Headteacher and Senior Leadership Team (SLT) for his/her teaching and learning duties and responsibilities.
- The post holder may be responsible for the supervision of the work of Teaching Assistants relevant to her/his responsibilities in supporting the class teacher.

Principal Responsibilities

- To support the ethos, values and aims of the school community.
- To contribute to and follow the agreed policies of the school.
- To comply with the schools Health and Safety policy and undertake appropriate risk assessments.
- To have high expectations of themselves and all pupils and to act as an example to pupils within the school environment
- To work as a member of a team and to contribute positively to effective working relationships within the school.
- To engage actively in Performance Management and Continuing Professional Development (CPD).

Main Duties

- To undertake 'specified work' as defined in the The Education (Specified Work) (England) Regulations 2012.
 - In partnership with teachers to plan appropriate, broad, balanced, relevant, differentiated and challenging curricula and activities to all of their pupils appropriate to their cognition and learning, communication and interaction and social, emotional, physical and sensory needs.
 - In partnership with teachers deliver appropriate, broad, balanced, relevant, differentiated and challenging curricula and activities to all of their pupils appropriate to their cognition and learning, communication and interaction and social, emotional, physical and sensory needs.
 - To assess, record and report on aspects of pupils' standards, progress and development.
- Contribute to raising standards of pupil attainment and holistic development.
- To encourage high standards of emotional regulation so that effective learning can take place, and good relationships can be formed within the school community
- To effectively work with other classroom support staff.
- To develop their subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support pupils within their pathway to make progress.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

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