

JOB DESCRIPTION: Intervention HLTA

Higher Level Teaching Assistant

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| Scale: | HLTA L4 |
| Title: | Higher Level Teaching Assistant |
| Responsible to: | SENDCo |
| Job purpose: | To deliver interventions that address pupils' specific gaps in learning and barriers to progress, in order to enable them to reach their academic potential To enable all pupils to actively and positively engage in their learning To support pupils in developing strong social skills and positive relationships with their peers during lunchtimes |
| Specific responsibilities: | Working closely with parents, pupils, the SENDCo and class teachers, identify specific pupil needs and strategies to support them Work directly with pupils, in group or 1:1 settings, delivering specific interventions/programmes of support |

GENERAL DUTIES

In fulfilling the requirements of the post, the HLTA will demonstrate essential professional characteristics, and in particular will:

- Build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration
- Be positive, friendly, understanding and approachable at all times
- Work collaboratively with colleagues, and build and maintain professional and positive relationships
- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth
- Promote and support inclusion for all children, including pupils with SEN, EAL and those with a physical disability
- Support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers
- Help develop pupils' confidence and self-esteem through listening to them and devising/identifying appropriate programmes of support
- Develop and agree action plans for individual pupils and groups of pupils
- Implement targeted interventions for specific pupils under the guidance of the SENDCo
- Monitor, review and evaluate pupil progress and the effectiveness of programmes of support
- In conjunction with the SENDCo, and in response to regular review and evaluation, adapt or implement new interventions/ support programmes
- Communicate with the SLT, class teachers and parents regarding the support in place for pupils and its effectiveness

AREAS OF RESPONSIBILITY AND KEY TASKS SPECIFIC TO THE ROLE

The post holder is expected to meet the requirements of an HLTA, as well as the following:

- Through discussion with class teachers, parents and the SENDCo, as well as through observation and close interaction with identified pupils, develop a deep understand of specific and individual gaps in learning that prevent those pupils from making rapid progress
- Under the guidance of the SENDCo, develop specific, tailored, medium and short term support plans for pupils, which address their learning
- Support pupils in the classroom, playground, 1:1 setting or a small group
- Maintain records on pupils' attendance, punctuality, engagement in interventions, as well as the impact on pupils' engagement in their learning and their academic progress
- Analyse information from a range of sources to enable tailoring of support strategies to further support pupils' wellbeing
- Actively participate in CPD specifically designed to create expertise in delivering identified interventions
- Support the SENDCo in the development of Education Health Care Plan applications
- Complete Early Help Assessment applications

a) Monitoring, Assessment, Recording, Reporting

- Monitor, evaluate, record and provide reports on pupil progress, communicating these in a timely manner to the class teacher and SENDCo (where appropriate)
- Attend and contribute to meetings with other staff, external professionals and parents regarding pupils' needs and progress
- Monitor and is responsive to pupil learning and behaviour, using forward thinking and support strategies to engage children in their learning

b) Midday Supervision of Children

- Plan, prepare and deliver activities for lunchtime interaction
- Teach/model and evaluate social skills, communication and effective vocabulary
- Maintain good discipline in social interactions
- Support pupils to play games and interact effectively
- Be responsible for ensuring the safety, welfare and good conduct of pupils during midday break
- Maintain order and the safe transfer of pupils to and from the dining area and classrooms
- Positively encourage good behaviour, table manners and hygiene
- Actively supervise and ensure the smooth running of dining room procedures, including supporting children to collect their tray, cutlery and meal; empty cups and plates; stack plates, cutlery, cups and bowls in the designated collection area
- Set up lunch tables; clear food and water spillages; clean tables; sweep the floor; return cups, cutlery, plates and bowls to the kitchen
- Assist younger pupils in accessing their meal where necessary
- Administer first aid, recording incidents in line with the first aid policy
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

c) Other Professional Requirements

- Contribute to the school improvement plan by taking lead responsibility for specific areas of work or policy development that are appropriate to the HLTA's skills, knowledge and experience as identified by the Senior Management Team
- Follow all school policies and procedures, in particular, the school's Health, safety and security policy; the child protection policy; the behaviour management policy; the inclusion policy, the GDPR policy and the equality policy
- Make appropriate use of ICT and adhere to policies relating to it within their work
- Contribute to overall ethos, work and aims of the school
- Participate in the design and execution of classroom and school displays
- Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime, friendship issues, homework, PSHE and healthy schools

d) General Requirements:

- Understand and apply school policies in relation to health, safety and welfare;
- Attend relevant training and take responsibility for own development;
- Attend relevant school meetings as required;
- Respect confidentiality at all times;
- Maintain positive relationships with staff, parents, pupils and visitors to the school;
- Carry out duties in accordance with school-based policies and Health and Safety procedures;
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- Share in the Governing Body's commitment to safeguarding and promoting the welfare of children and young people.
- Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health & safety and confidentiality. Ensure all concerns are reported to the appropriate person
- Continually develop practice through taking on feedback and seeking out CPD opportunities.
- Maintain up-to-date first training and deliver first aid to pupils and adults when necessary

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.