


Job Purpose & Objectives	
<p>The HLTA will:</p> <ul style="list-style-type: none"> • The primary purpose of the Higher Level Teaching Assistant is to complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision. S/he will have a significant role to play in the planning, delivery and monitoring of learning activities. • In addition to providing class-based teaching cover, the postholder will have responsibility for planning, managing and delivering Speech and Language provision and SEND interventions across the school, working as part of the Inclusion team, liaising with teachers, parents and professionals to effectively promote the progress and inclusion of pupils across the school from EYFS to Year 6. 	

Main Duties & Responsibilities
<p><u>To support the teaching and learning processes</u></p> <p>Planning and preparing lessons and courses for pupils</p> <ul style="list-style-type: none"> • To contribute effectively to teachers' planning and preparation of lessons. • Work within a framework set by the teacher to plan their role in lessons including how they will provide feedback to pupils and colleagues on pupils' learning and behaviour • To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests. • To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures

To deliver lessons to pupils

- Using clearly structured teaching and challenging learning activities, interest and motivate pupils and advance their independence as learners.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Where relevant, guide the work of other adults supporting teaching and learning in the classroom.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
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To support the assessment of pupils

- Assessing and recording the development, progress and attainment of pupils.
- Support teachers in evaluating pupils' learning needs and progress through a range of assessment activities.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- Reporting on the development, progress and attainment of pupils
- Contribute to maintaining and analysing records of pupils' progress

To effectively manage, plan and deliver provision for Speech and Language and SEND interventions

To provide a service to school aged pupils with learning difficulties and associated speech, language and communication needs.

To coordinate for the provision of Speech & Language Therapy for pupils attending St Mark’s CE Primary School, and contribute to IEPs (Individual Education Plans).

To provide advice to teachers, TAs (Teaching Assistants) and parents about the Speech, Language and Communication needs of individual pupils.

- To carry own caseload and be responsible for the assessment, diagnosis, treatment and discharge of those pupils.
- To be able to prioritise, set goals and monitor outcome and impact of therapy and intervention on pupil progress.
- To liaise with Local Authority Speech & Language Therapy Assistants and contribute to joint planning and review sessions.
- To liaise with Inclusion Coordinator and other colleagues to plan, monitor and review interventions to ensure maximum impact on pupil progress is achieved.
- To develop knowledge and skills regarding speech, language and communication development in children and work with multi agency services and education staff to raise standards of speech, language and communication skills in children throughout the school and the school’s partner schools and allied organisations.
- To lead training within the school when required
- To take responsibility for maintaining and updating professional knowledge and skills
- To take responsibility for maintaining and updating the SEN register
- Establish positive relationships with pupils.
- Support pupils with activities which support literacy and numeracy skills.
- Support the use of ICT in the classroom and develop pupils’ competence and independence in its use.
- Monitor and record pupil activities as appropriate, maintaining records & reports as required.

Health, safety and behaviour management

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school’s appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professional

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Contribute to the professional development of other teachers and support staff
- Deploy resources delegated to them

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Notes:

This job description may be amended at any time in consultation with the postholder.