**Job Description: Higher Level Teaching Assistant**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 7 |
| **Responsible to:** | Head of Maths |

|  |
| --- |
| **Main Purpose** |
| Responsible for supporting the teaching and learning of students in lessons. |

|  |
| --- |
| **Duties and Responsibilities** |
| To assist our teaching staff in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their personal, social and moral development.  Typically, there will be some requirement to work with students, either individually or in groups, who have some special educational needs, learning difficulty, disability, or exhibit occasional behavioural problems. This may include students with a high learning ability (‘More Able’).  The primary purpose of the HLTA 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 lessons, particularly mathematics lessons.  He/she will typically spend significant periods of time working with individuals or small classes without the presence of the teacher(s) to whom he/she reports. The remaining time will be spent in the support and presence of the assigned teacher(s) or engaged in duties determined with the line manager.  **Maths Department role**   * Plan, deliver and record ‘Success@Arithmetic’ to Y7 groups. * Plan, deliver and record Essential KS3 skills to year 8 and year 9 groups following summative assessments * Provide 1:1 support for select students under direction from HOD * Plan and deliver ‘Skill for life’ lessons to work group through Entry Level and then Functional Skills Level 1 and 2. |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

|  |
| --- |
| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential**   * **Qualifications:** Minimum 5 GCSEs (A-C), including Maths and English, or equivalent (e.g., NVQ Level 2). * **Student Engagement:** Ability to motivate pupils and support learning processes and procedures effectively. * **Behaviour Management:** Skilled in promoting and maintaining order, calmness, and positive behaviour. * **Behaviour Strategies:** Knowledge of strategies to promote and support good behaviour. * **Safeguarding:** Comprehensive understanding of child safeguarding practices. * **Creativity in Learning:** Ability to think creatively to deliver engaging and innovative learning experiences. * **Teamwork:** Strong ability to work collaboratively and supportively within a team. * **Independence:** Capable of working on own initiative while remaining flexible and responsive. * **Communication:** Excellent interpersonal and communication skills, fostering effective relationships with students, parents, staff, and the wider community. * **Professionalism:** Maintains high standards of integrity, discretion, and professionalism, consistently modelling school values. * **Holistic Approach:** Focuses on students' overall well-being and educational needs. * **Adaptability:** Ability to work under pressure, manage time effectively, and handle challenges with resilience. * **Commitment to Equality:** Dedicated to providing equal opportunities and meeting individual needs. * **Professional Development:** Actively committed to ongoing learning and self-improvement.   **Desirable**  Ability to use ICT effectively to support learning |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

|  |  |
| --- | --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| SENDCo = Special Educational Needs & Disabilities Co-ordinator  ICT = Information Computing Technology  HLTA = Higher Level Teaching Assistant | IEP = Individual Education Plans  TL=Twynham Learning  MAT=Multi Academy Trust |