

# Higher Level Teaching Assistant (HLTA) - Job Description

## Grade 7

### Core Purpose:

- To plan and deliver pastoral and academic support to students, delivering individual and whole group sessions on an agreed area of responsibility, for example,
  - Nurture
  - Outdoor education/ active learning
  - Hair & Beauty
  - Functional Skills
- To contribute to the smooth running of the centre, undertaking other reasonable tasks such as break and lunchtime supervision, supporting students during off-site activities, providing occasional cover for teachers as needed

### Key responsibilities include:

- Plan as and deliver appropriate learning to support students' academic and SEMH needs
- Provide appropriate support to students to help them manage their behaviour,
- Assist with other activities related to the supervision of students such as break/lunch supervision, in-class support, cover.

### Key duties

#### Support for students:

- Deliver learning for individual and groups of students as agreed
- Accurately record assessment and progress data to provide information to students and parents/carers
- Provide information to support Altus Plans, Pupil Passports or EHC applications/reviews
- Establish positive working relationships with students modelling the Altus School expectations of ready, respectful, safe
- Helping students to manage their in a relational, trauma informed way, in line with the school's Relationships & Behaviour Policy, supporting de-escalation as needed

#### Schoolwide support:

- To uphold the whole school ethos by ensuring all staff and pupils understand and adopt the school vision and values.
- Providing relevant break, lunchtime, offsite supervision and cover for teachers as required
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

- Respect individual differences and cultural diversity
- Promote the welfare of children and young people and at all times ensure safeguarding policies and procedures are followed.

**Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as requested by the Director or senior leader**

## **Person Specification**

### **Essential:**

- Level 2 Literacy and Numeracy qualification
- Level 3 qualifications
- Significant experience of working with children and young people with complex needs
- Ability to work independently in a range of settings and at times unsupervised.
- Ability to relate well to both children and adults
- Ability to remain calm and empathetic under pressure or when supporting challenging behaviours
- Good organisation and interpersonal skills.
- Ability to work in an inclusive and non-judgemental way.
- Understanding of SEND and other barriers to learning that young people may face
- Good understanding and use of technology e.g. internet, email, Microsoft office
- Experience of working with children and young people
- Ability to work effectively within a team
- Knowledge and understanding of safeguarding procedures and processes

### **Desirable:**

- A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants, HLTA qualification
- Knowledge and understanding of the SEND Code of Practice
- Knowledge of appropriate interventions or strategies to support students' SEMH needs
- Other relevant training e.g. Team Teach, first aid