



Higher Level Teaching Assistant (HLTA) – Grade 7 (Primary PPA & Cover Supervisor)

35 Hours per week. 38 weeks plus 5 INSET days

Core Purpose:

- To provide PPA and cover for teachers delivering across the primary curriculum across our sites in Quedgeley and Andoversford
- To provide targeted academic and social/emotional interventions as required
- 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:

- Cover lessons as required teaching groups of up to 8 students across the curriculum
- 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

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.
- Provide transport for students either in the school minibus or in your own vehicle

- 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

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants		D
Other relevant training e.g. Team Teach, Safeguarding, first aid		D
Knowledge, skills and behavioural attributes		
Knowledge and understanding of students' barriers to learning	E	
Skills in working in a trauma informed, relational and restorative way with young people	E	
Ability to remain calm and empathetic under pressure or when supporting challenging behaviours	E	
Ability to work in an inclusive and non-judgemental way.	E	
Basic understanding and use of technology e.g. internet, email, Microsoft office	E	
Knowledge and understanding of the SEND Code of Practice, including the Graduated Pathway		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to work independently in a range of settings and at times unsupervised.	E	
Experience		
Significant experience of working with children and/or families	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Level 2 Safeguarding and Child Protection training		D
Other		
Driving license and willingness to drive students	E	