HIGHER LEVEL TEACHING ASSISTANT
Grade 8, pay point 20 - 23
30 hours per week / 39 weeks per annum

JOB DESCRIPTION

Day to day management - Senior Assistant Principal,
Strategic management - Principal and Business Manager
Responsible for - Literacy across the College with a particular focus on Disadvantaged Students

General Description

A Higher Level Teaching Assistant (HLTA) is an integrated member of the college teaching team and is appointed to use, under the direction of the Senior Assistant Principal and a teacher, professional skills to create an educational environment in which a student’s all round development in accordance with the College’s expectation for teaching and learning.

The HLTA must demonstrate sufficient knowledge and understanding to be able to help students to make progress with their learning and to improve their behaviour. This knowledge and understanding will relate to a specialist area, which could be subject based, linked to a specific area or pastoral related.

To support the Senior Assistant Principal and teaching colleagues to raise the standard of literacy across the College.

Core Activities

1. To encourage all students to work to the best of their ability in order to meet the curriculum standards and their educational achievement.

2. To contribute effectively and constructively to the planning, preparation and teaching of lessons, including the use of ICT and to provide feedback to students and colleagues on learning and behaviour.

3. To contribute to the planning of opportunities for students to learn in out-of-college contexts in accordance with college policies and procedures.

4. To provide extensive support to teachers in evaluating students’ progress through a range of assessment activities.

5. To promote and support the inclusion of all students in the learning activities in which they are involved.

6. To use behaviour management strategies, in line with the college’s policy and procedures, which contribute to a purposeful learning environment.

7. To advance students’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

8. To assess the needs of students and use detailed knowledge and specialist skills to support students’ learning. Providing equal opportunities.
9. To be able, where relevant, to manage and guide the work of other adults supporting teaching and learning in the classroom.

10. To be able to recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures.

11. To be able to provide learning support to individuals, groups of students or in the absence of a teacher a whole class.

Support the college by:

1. Being aware and upholding the college’s policies and procedures and, when appropriate, contributing to the development of them.

2. Being aware of confidentiality issues linked to home/student/teacher/college work and to keep confidences as appropriate.

3. Participating in appropriate college-based meetings and training activities.

4. Providing cover supervision in accordance with the College’s policy.

5. Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised trade unions.

6. Having high expectations of all students, respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement.

7. Building and maintaining successful relationships with students, treating them consistently with respect and consideration and being concerned for their development as learners.

8. Being able to liaise sensitively and effectively with parents and carers, and recognising the role in students’ learning.

9. Being able to improve own practice through observation, evaluation and discussion with colleagues.

Knowledge and Skills

1. To have met or working towards the Higher Level Teaching Assistant standards or equivalent to NQA Level 4 or going for assessment for HLTA or training for assessment for HLTA.

2. To have reached NVQ Level 2 standard in literacy and numeracy.

This post is subject to an Enhanced Disclosure and Barring Service check

Job Description agreed

Signed..........................................................

Print Name..........................................................

Date..........................................................