



Pen-y-Cwm School HLTA Job Description

POST: Higher Level Teaching Assistant (Level 4)

SALARY RANGE: Grade 6 (pro rata)

JOB PURPOSE

- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

MAIN DUTIES

Support for Pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To deliver and support pupils wellbeing in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupil's wellbeing through the delivery of specific learning programmes to contribute to setting individual targets and to reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged.
- To undertake monitoring and assessment of pupil progress.
- To provide feedback to pupils in relation to their progress and achievement



Support for Teachers

- To be involved in display work around the school as necessary.
- To monitor and evaluate pupils' responses to activities and note their progress towards targets.
- To advance learning when working with individuals and small groups.
- Support the evaluation of pupils' progress using a range of assessment techniques.
- To contribute effectively to planning and preparation of lessons/interventions.
- To contribute to maintaining and analysing records of pupil progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

Support for the Curriculum

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background.
- Deliver wellbeing activities to pupils, adjusting activities according to pupil responses/needs.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Support for the School

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- Deliver 'out of school' learning activities within guidelines established by the school.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.