



Job Description and Person Specification
Higher Level Teaching Assistant (HLTA) - English



JOB DESCRIPTION

Higher Level Teaching Assistant (HLTA) - English

Reporting to:	Curriculum Leader of English
Salary/Grade:	6
Hours:	28.75 hours per week x 39 weeks per year
Post Purpose:	To work under the guidance of SENDCo and Curriculum Leader of English to deliver teaching and learning opportunities that raise the standards of achievement of the students in their group.
Key relationships:	Teachers, other classroom support staff, SENDCo, Deputy SENDCo, Outside agencies, e.g. Educational Psychologist.

MAIN DUTIES AND RESPONSIBILITIES

- Deliver curriculum content and skills to small groups of students up to and including GCSE English Language and Literature.
- Support students to improve their literacy skills through focussed learning activities and more generally across the curriculum.
- Monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- Support the physical, intellectual, emotional and social development of students, contributing to planning and facilitating children and young people's learning and development.
- Promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- Develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting teaching and learning.
- Prepare and utilise resources to support your professional activities and to advance students' learning.
- Contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities.
- Have regard to equality of opportunity, to provide care and encouragement to all students, planning for and supporting their participation in structured and unstructured activities (timetabled and during breaks if required) and liaising, if required, with parents / carers / other professionals as appropriate.
- Provide support for bilingual / multilingual students and those with EAL as required.
- Assist with the maintenance and analysis of student record keeping systems, including recording agreed updates to individual records.
- Contribute to the development and review of policies and practices relevant to classroom support staff.
- Contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements and assist in the implementation and evaluation of the plans.
- Monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the student to attend school more regularly.
- Develop knowledge of the particular needs of the children and seek advice from the SENDCo, class teacher and outside agencies as required.
- Working with relevant Curriculum Leader to ensure effective delivery in relation to English.
- During small group work, use retrieval practice to revisit English lesson content by reviewing and following the classroom scheme of learning with the student(s), liaising closely with the classroom teacher/ curriculum leader.
- Observe and feed back to the teacher on student performance and behaviour, taking action as appropriate in line with relevant school policies.
- Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

- Provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- Attend in service training and meetings relevant to the post to keep up to date with developments in working with children.
- Provide SEN support for internal tests and examinations under formal conditions.

Optional extra responsibilities not affecting the grade of the post:

- Undertake midday supervision duties.
- Escort and supervise students on educational visits and out of school activities, ensuring their health, safety and well-being.

School Ethos

- Play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Undertake any other reasonable task, at the discretion of the Headteacher.

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to satisfactory pre-employment checks, including an enhanced DBS check with barred list information (where applicable), online searches, satisfactory references, and medical clearance.



PERSON SPECIFICATION
Higher Level Teaching Assistant – English

Qualifications

Essential	Desirable
Level 2 qualifications in maths/numeracy and English/literacy.	- NVQ 2 in Supporting Teaching and Learning, or equivalent - Level 3 qualifications - Degree qualification - Coaching or mentoring qualification

Experience

Essential	Desirable
- Experience of supporting teaching and learning in a formal setting - Knowledge of child protection and health and safety procedures. - Have knowledge and understanding of the different social, cultural and physical needs of students. - Have knowledge and understanding of the varied needs of students	- Worked with children with special educational needs. - Have experience of tutoring in maths or English

Personal Attributes

Essential	Desirable
- Ability and willingness to undertake professional development. - Good interpersonal skills. - Empathy with children and young people. - Ability to work effectively as part of a team. - Communicate effectively and appropriately to students with different abilities and ethnic backgrounds. - Ability to demonstrate enthusiasm and sensitivity while working with others - An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. - Be productive and show initiative. - Be computer literate.	

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