

JOB DESCRIPTION

Job Description:	HLTA
Responsible to:	Head of School
Line Manager:	Executive Business Manager
Grade:	G7
Hours:	35
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To liaise with the teacher in order to plan, prepare and deliver lessons for individual learners, groups or whole classes. To compliment the professional work of teachers under an agreed system of supervision. To be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocating and monitoring of work appraisal and training. To provide support for learners with SEND, providing particular help for those learners with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. The Aspire Federation has four sites based in Hindley Green, Bryn, Abram and Leigh. Whilst the post will initially be based at Leigh Sports Village, please be advised that the post holder may be required to work across all of the federated sites.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

To compliment the work of teachers under an agreed system of supervision.

To provide specialist support to learners with barriers to learning on a one to one basis, in a small group or in or out of the classroom.

To deliver local and national learning strategies for example literacy, numeracy, KS3 and early years.

To produce lesson plans and worksheets and adjust lessons and/or work plans as appropriate.

To supervise & support learners by providing learning activities, including planning and delivering before and after school learning activities within guidelines set by the school.

To monitor, assess, record and report learner's achievement, progress and development.

To provide objective and accurate feedback and reports as required on learner achievement.

To contribute to the development of relevant policies and procedures.

To work with learners and assist with therapy or care programmes that are designed and/or supervised by a therapist/care assistant.

To attend to learners' personal needs including toileting, hygiene, dressing, eating and giving minor medical support.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.
- Participate in training and other learning activities as required.

- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Principal.

Signatures/Authorisation

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Executive Headteacher: _____ Date _____

Signed Head of School (Landgate): _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____

Created: May 2023

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	Meet Higher Level Teaching Assistant standards/equivalent qualifications or experience To be willing to gain HLTA status in 12 months if not already achieved Training in the relevant strategies or a willingness to undertake such training 3 x GCSE C or above or equivalent Maths and English or equivalent recognised qualification	ILM (NEBS) or equivalent supervisory experience Degree or A Level's	Application Form Interview Certificates References
Experience	Willing to gain experience of working with or caring for children of a relevant age in a learning environment Experience of ICT to support learning	Experience of working with children with special educational needs Experience of supervising other staff	Application Form Interview References Training
Knowledge/ Understanding	Ability to use a range of strategies to deal with whole classroom and individual behaviour. Ability to organise, lead and motivate a team Ability to converse with and relate well to learners using a range of appropriate communication strategies	Ability to deal with minor injuries Knowledge of how to use ICT effectively to support learning	Application Form Interview

	Very good communication skills to deal with parent/carers and other adults Ability to constantly improve own practice/knowledge through self-evaluation and learning from others Ability to use ICT effectively to support learning Ability to work under supervision, as a team member and as a team leader Knowledge of relevant policies/codes of practice and relevant Legislation Knowledge and understanding of providing support to children with special educational needs Knowledge of implementing national/foundation stage curriculum and other relevant learning programmes /strategies Excellent understanding of child development and learning Processes Understanding of statutory frameworks relating to teaching Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment		
Legal Issues	Legally entitled to work in the UK		Application Form Interview ID