



Elveden Schools Trust

59 London Road, Elveden

Suffolk, IP24 3TN

Tel: 01842 683370

E mail: admin@elvedenschoolstrust.co.uk

Chief Executive Officer: Mrs L Rourke

BENCHMARK JOB DESCRIPTION

JOB FAMILY: Teaching Assistants – Higher Level Teaching Assistant

JOB ID: 02TA

GRADE: Grade 4

LEVEL DESCRIPTION

Higher Level Teaching Assistants, unlike other Teaching Assistants within the job family, are expected to carry out 'specified work' from the Education (Specified Work and Registration) (England) Regulations 2003.

In order to work as a HLTA, all post holders must hold qualified HLTA status, measured against a national framework of standards and have the ability to work with the whole class.

The post holder will be expected to have considerable expertise/specialism.

Although duties involve the interpretation of recognised procedures or guidelines, post holders will be expected to use considerable initiative and contribute to planning over the short and medium term.

The work will involve responding independently to unexpected problems and situations. The post holder has access to a line manager for advice and guidance on unusual or difficult problems.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Head of Year or SENCO, but under the immediate supervision of a classroom teacher.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

Support for pupils and the teacher

- As detailed in The Education (Specified Work and Registration) (England) Regulations 2003 (see Time for Standards -DfES), carry out 'specified work', subject to a number of conditions, as set out in paragraph 10 of Schedule 2 of the Regulations, (see page 9 of Time for Standards) in order to release a teacher with whom you work regularly and where you are familiar with the work of the class:
 - planning and preparing lessons for pupils;
 - delivering lessons to pupils;
 - assessing the development, progress and attainment of pupils;
 - reporting on the development, progress and attainment of pupils.

'Pupils' includes work with individual pupils as well as groups and whole class.

General support for pupils

- Undertake a range of more specialised tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
- As appropriate, look after sick/upset pupils and attend to physical needs
- Undertake first aid

Support for the teacher

- Maintain and collate records of pupil needs and progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum e.g. organise and schedule pupils' annual review meetings
- Support implementation of Government initiatives under the direction of the teacher

Support for the school

- Attend and contribute to SEN and other review meetings if required by the Head Teacher and where appropriate, disseminate information to other Teaching Assistants

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.



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PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none">• HLTA status (some elements of which are used throughout this benchmark JDQ)• Understanding of their specialist area to support pupils' learning and ability to acquire further knowledge to contribute effectively and with confidence to classes in which they are involved.• Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved.• Understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understanding of the place of these in the related teaching programme.• Knowledge of how to use ICT to advance pupils' learning, and ability to use common	<ul style="list-style-type: none">• Experience of planning, preparing and delivering lessons, in accordance with Education (Specified Work and Registration) (England) Regulations 2003

	ICT tools for own and pupils' benefits		
	<ul style="list-style-type: none"> • Knowledge of the key factors that can affect the way pupils learn • Awareness of the statutory frameworks relevant to their role. 		
Criteria	Essential to basic performance of job		Required for fully competent performance of job
	<ul style="list-style-type: none"> • Knowledge of the legal definition of Special Education Needs and familiarity with the guidance about meeting SEN given in the SEN Code of Practice. • Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour. 		
	<ul style="list-style-type: none"> • Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties 	<ul style="list-style-type: none"> • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc 	
	<ul style="list-style-type: none"> • Knowledge and use of a range of equipment 	<ul style="list-style-type: none"> • Awareness of health and safety procedures 	
	<ul style="list-style-type: none"> • Basic knowledge of first aid 	<ul style="list-style-type: none"> • Experience of one to one support, where appropriate 	
	<ul style="list-style-type: none"> • Recognised competence in literacy and/or numeracy 	<ul style="list-style-type: none"> • NVQ3, or equivalent in related area 	
	<ul style="list-style-type: none"> • Experience of contributing to lesson planning, in conjunction with the teacher 	<ul style="list-style-type: none"> • 	
Literacy and numeracy	<ul style="list-style-type: none"> • Ability to support teachers in evaluating pupils' progress through a range of assessment activities. 		



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- Contribute to maintaining and analysing records of pupils' progress.
- Ability to read and understand school policies and procedures relevant to area of work
- Ability to complete reports such as incident report form, behaviour diary, progress report etc

Criteria

Essential to basic performance of job

Required for fully competent performance of job

Mental Skills:	
Research	<ul style="list-style-type: none"> • Assist teacher with information gathering and resources as appropriate
Problem solving	<ul style="list-style-type: none"> • Ability to recognise and resolve more complex problems, referring unusual or difficult problems to classroom teacher or other appropriate person
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> • Ability to contribute effectively to teachers' planning and preparation of lessons. This includes both short and medium term planning.
	<ul style="list-style-type: none"> • Working within a framework set by the teacher, planning their role in lessons including how they will provide feedback to pupils and colleagues on pupil's learning and behaviour.

	<ul style="list-style-type: none"> Contribute effectively to the selection and preparation of teaching materials that meet the diversity of pupils' needs and interests
	<ul style="list-style-type: none"> Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

Criteria

Essential to basic performance of job

Required for fully competent performance of job

- When supervising or working with small groups of pupils the post holder must be able to adapt support given to pupils depending on age and/or ability
- Assist teacher in creating a positive learning environment
- Creative ways of learning/making learning interesting

Interpersonal & Communications Skills:

Caring skills

- Sensitivity to pupils' needs
- Ability to promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Ability to recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.



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Advising / guiding skills

- Ability to support teachers in evaluating pupils' progress through a range of assessment activities.
- Monitoring pupils' responses to learning tasks and modify their approach accordingly.

Criteria

Essential to basic performance of job

Required for fully competent performance of job

- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- Using clearly structured teaching and learning activities to interest and motivate pupils, and advance their learning.
- Ability to advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes

	where the assigned teacher is not present.	
	<ul style="list-style-type: none"> ● Ability, where relevant, to guide the work of other adults supporting teaching and learning in the classroom. ● Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility. ● Advising and guiding pupils on the best way to handle situations, under the teacher's direction ● Encouraging pupils to participate in or complete tasks ● Ability to conciliate between pupil in playground or classroom disputes 	<ul style="list-style-type: none"> ● Providing information, advice and guidance to other Teaching Assistants and possibly supply teachers, or parent helpers or teaching students etc
Criteria	Essential to basic performance of job	Required for fully competent performance of job
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> ● Providing advice and guidance to Teaching Assistants on procedures and policies ● Effective communication skills and sensitivity with pupils to support their learning ● Ability to use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment. 	



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| | <ul style="list-style-type: none">• Ability to communicate effectively and sensitively with pupils to support their learning.• Ability to communicate clearly and explain sometimes complex information to colleagues, and on occasion parents, with due regard for confidentiality, and under the direction of the teacher• Ability to encourage participation and give feedback to pupils• Ability to maintain appropriate level of confidentiality• Administering reading and spelling tests, under the direction of the teacher• Attending and contributing to review and other meetings, as appropriate |
| Training and/or presentation skills | <ul style="list-style-type: none">• Develop and deliver induction and In Service Training for new Teaching Assistants |

Criteria	Essential to basic performance of job	Required for fully competent performance of job
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Physical skills:

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| Keyboard skills / use of mouse | <ul style="list-style-type: none">• Ability to use ICT to advance pupils' learning and ability to |
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use common ICT tools for own and pupils' benefit.

Other manual skills

- Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons
- Help pupils to use tools and equipment as required to support learning

Other attributes:

Level of autonomy

- Although work is covered by set policies and procedures, Teaching Assistants at this level must be able to manage own work
- Able to work with small groups of pupils when carrying out specific tasks or on field trips etc
- Able to supervise larger numbers of pupils when on duty break/lunchtime
- Able to make decisions on when to refer queries/problems to teaching staff or line manager



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EVALUATION NOTES

KNOWLEDGE

- All Higher Level Teaching Assistants must hold HLTA status, in accordance with the national framework of standards
- Understanding of their specialist area to support pupils' learning and ability to acquire further knowledge to contribute effectively and with confidence to classes in which they are involved
- Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved.
- Understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understanding of the place of these in the related teaching programme.
- Knowledge of how to use ICT to advance pupils' learning, and ability to use common ICT tools for own and pupils' benefits
- Knowledge of the key factors that can affect the way pupils learn
- Awareness of the statutory frameworks relevant to their role.
- Knowledge of the legal definition of Special Education Needs and familiarity with the guidance about meeting SEN given in the SEN Code of Practice.
- Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour.
- Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties
- Practical knowledge of literacy and/or numeracy subject matter in order to be able to support pupils in a variety of lessons and learning environments, either on a one-to-one basis or small groups, under the direction and supervision of the teacher
- Practical knowledge of equipment, including IT equipment where appropriate, to support learning, under the direction of the teacher
- Ability to recognise changes in pupils' behaviour and report to the teacher

MENTAL SKILLS

- Ability to contribute effectively to teachers' planning and preparation of lessons. This includes both short and medium term planning.
- Works within a framework set by the teacher, and plans their role in lessons including how they will provide feedback to pupils and colleagues on pupil's learning and behaviour.
- Contribute effectively to the selection and preparation of teaching materials that meet the diversity of pupils' needs and interests

- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- Support the teacher in creating a positive learning environment
- Ability to follow written instructions
- Ability to complete a range of paperwork e.g. incident report form, pupil progress records
- The post holder will be expected to resolve more complex queries and problems

INTERPERSONNEL AND COMMUNICATION SKILLS

- Ability to promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Ability to recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Using clearly structured teaching and learning activities to interest and motivate pupils, and advance their learning.
- Ability to advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Ability to explain tasks and activities to pupils e.g. literacy/numeracy tasks, craft tools, science equipment, under the direction of the teacher
- Ability to contribute to review meetings, if required
- Ability to disseminate key information to other Teaching Assistants

PHYSICAL SKILLS

- Use of keyboard and mouse may be required if supporting pupils using IT equipment
- Use of guillotine, craft knives, glue guns etc when displaying work or helping pupils in practical lessons

INITIATIVE AND INDEPENDENCE

- Ability to exercise considerable initiative as undertaking 'specified work' that contributes to pupils' learning and progress
- Ability to work with groups of pupils carrying out specific tasks or on field trips etc
- Ability to resolve more complex problems and/or queries, referring most complex issues to the teacher, or other member of staff

PHYSICAL DEMANDS

- May be in relatively constrained seating position during lessons (approximately 30/40 minutes)
- Walking or standing whilst accompanying/supervising pupils during breaks or trips
- Tools and equipment generally light
- On occasion may be required to lift or assist others to lift a pupil who is unwell or injured

MENTAL DEMANDS

- Concentration required when working with teacher to prepare and plan lessons
- Greater level of sensory attention when undertaking tasks to support literacy/numeracy activities



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- Need to concentrate when listening to pupils read or discussing stories (approx. 10/15 minutes)
 - Awareness required when supervising during breaks or trips (shared with others e.g. teacher or midday supervisory assistants)

EMOTIONAL DEMANDS

- Job is emotionally demanding on occasion, e.g. pupil is unwell or becomes upset during an activity
- Job holder needs ability to recognise changes in pupil behaviour and report them to teacher

RESPONSIBILITY FOR PEOPLE

- Direct responsibility for pupil safety and progress
- Responsibility for pupil when attending to personal needs

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- No direct responsibility for other teaching assistants, but may contribute to the induction of new staff

RESPONSIBILITY FOR FINANCIAL RESOURCES

- None

RESPONSIBILITY FOR PHYSICAL RESOURCES

- Responsibility for tools and proper use of IT equipment, with teacher
- Ability to complete a range of records, e.g. incident report forms, pupil progress records

WORKING CONDITIONS

Works within the school complex, predominantly indoors but may be required to supervise pupils outside during breaks or field trips