## OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8673 3453

## JOB DESCRIPTION

**Post Title:** Higher Level Teaching Assistant (HLTA)

**Main purpose of job:**

The HLTA will be responsible for assisting teachers within the English and Maths departments, in catering for the educational needs of the children and young people in Oak Lodge School. The HLTA will also be expected to carry out many of the 24 non-teaching tasks, as outlined in the current School Teachers’ Pay and Conditions Document.

The HLTA would be responsible for implementing work programmes for individuals or groups, the preparation of resources and for maintaining record keeping systems.

The HLTA would also be responsible for teaching a curriculum area to small classes under an agreed system of supervision, with the responsibility of planning and preparing lessons and monitoring and evaluating pupil outcomes, providing support in addressing the needs of pupils who need particular help to overcome barriers to learning

To enable pupils to progress and achieve in English and Maths by ensuring access to the curriculum across all Key Stages

To assist the English and Maths departments in the management of individuals, groups of pupils and the learning environment across all Key Stages.

**Main Activities and Responsibilities**

### Support for Pupils

* Use a range of skills, training and experience to support pupils
* Establish professional and productive working relationships with pupils, acting as a good role model.
* Promote the inclusion and acceptance of all pupils within the classroom
* Be aware of and contribute to individual learning support plans, behaviour plans, monitoring systems, individualized strategies used with a pupil etc.
* After training, be able to apply different teaching approaches used with different groups or individuals
* Use effective and appropriate language and communication skills and experience to support pupils in the classroom, promoting pupils’ communication skills in everyday situations
* Support specific communication needs, such as specific communication programmes/strategies, the use of alternative and augmentative communication (AAC), technical communication aids etc.
* Challenge and motivate pupils in an atmosphere in which they gain self-confidence, enjoyment, independence and motivation to learn.
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
* Support pupils in a variety of learning settings; classroom, whole school events, enrichment, after-school clubs, day and residential trips, etc.

### Support for the Teacher

* Create and maintain a purposeful, orderly and productive learning environment
* Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials
* Work alongside the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Support pupils’ access to learning by using appropriate strategies and creating resources.
* Undertake marking of pupils’ work and accurately record achievement/ progress
* Administer and assess routine tests and invigilate exams/ tests
* Provide objective and accurate feedback and reports as required (e.g. Child Welfare reports, Annual Review reports, etc.).
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested (e.g. observation or behaviour charts for each lesson, progress sheets, evidencing of progress etc.)
* Ensure that display work is of high standard in the classroom and/or elsewhere, so that pupils can see the standard to which they can aspire.
* Work with a pastoral teacher to oversee pupils’ welfare and maintain communication between home and school as directed.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents through the use of appropriate strategies.
* To communicate effectively with, participate in and contribute to, regular meetings with the class-teacher about learning aims, strategies and systems used in class, in order to provide a consistent approach

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### Support for the Curriculum

* Work alongside teaching staff to plan, prepare, support, deliver and evaluate programmes of learning, to promote achievement.
* Support and implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
* Support and lead in a variety of learning settings e.g. classroom, whole school events, enrichment, after-school clubs, day and residential trips, etc.
* Prepare and use specialist equipment, plans and resources to support pupils as required.
* Participate in school systems to monitor and enhance the quality of teaching and learning.
* Provide specialist advice and guidance as required.

### Support for the School

* Undertake break duties as required. This will include before-school and after-school supervision.
* Undertake 1:1 supervision of pupils, including break and lunch times as required.
* Undertake 1:1 supervision of pupils during afterschool clubs as required.
* Attend and participate in staff meetings, INSET sessions and other meetings as required.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the supervision, training and development of staff.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults.
* To ensure that the designated Child Welfare and Protection Officer and the Headteacher are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To ensure that your line manager is made aware and kept informed of any other concerns relating to work.
* Undertake any other such duties as the Headteacher may reasonably direct from time to time.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.