



## SOUTHEND EAST COMMUNITY ACADEMY TRUST

### JOB DESCRIPTION

Job Title: HLTA (Higher Level Teaching Assistant)  
Grade: Level 5 SCP 8-12  
Responsible to: Arc Manager  
Liaison With: Class Teachers

#### KEY ROLE:

The postholder will be responsible for supporting students in the Arc with their learning and emotional regulation. This will include those with special educational needs and/or disability. This support will be both under their own direction when covering classes as well as via the guidance of class teachers and the SENCO / SLT. To provide for the social, educational and welfare needs of pupils within the school.

#### MAIN DUTIES AND RESPONSIBILITIES

##### Supporting and Leading Learning -

- To work alongside teachers to support students in their learning and progress across all curriculum areas.
- To lead classes and groups of students as directed to ensure pupils needs are met and learning can take place.
- To, at times, be responsible for the delivery of specific learning objectives and activities to classes, adjusting teaching to meet the needs of individuals where necessary.
- To work with individuals or small groups of students at the direction of teaching staff and leadership
- To ensure there is an understanding of the specific needs of students within the classes.
- To interact with and support students according to individual needs, ensuring appropriate resources / methods are selected to facilitate learning activities.
- To establish a supportive relationship with students, in a range of formal and informal contexts
- To provide regular feedback to students and staff both verbally and in line with the school's Feedback & Marking policy (this includes the expectation to mark books after delivering teaching sessions)

# SECAT

- To assist with escorting, supervising and supporting students on educational visits
- To teach and promote positive student behaviour in line with school and Arc policies and procedures.

## Individual Pupil Needs -

- To be involved with planning, organising and implementing intervention / ISP / EHCP support for individual pupils
- To feedback to class teachers / SENCo / SLT on the progress of students, keeping computerised records and completing school paperwork accurately
- To promote the inclusion and acceptance of pupils with any SEND ensuring they have access to learning both in and out of the classroom.
- To support students transitioning to the main school as part of the Arc support
- To attend to pupils' personal needs, including help with social, welfare and health matters and minor first aid
- To assist students at the start and end of day and on the playground / field as required.

## General

- To support class teachers with general class organisation and administrative duties e.g displays, filing, resourcing etc.
- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all school and Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the school's and Trust's.

## Equal Opportunities Policy and practices

- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPL any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**HLTA**  
**Person Specification**

	Essential	Desirable
Qualifications	English and Maths GCSE grades A-C, or equivalent	HLTA status First aid (Support with training)
Experience	Experience of working in a school setting in multiple year groups Experience of marking pupils' work and giving written and verbal feedback in line with school policies	Experience of working in more than one key stage Experience of supporting the delivery of year group and end of key stage assessments Experience of leading classes independently

# SECAT

<p>Knowledge and Skills</p>	<p>Thorough knowledge and understanding of safeguarding student.          Ability to prioritise work and varied tasks effectively Ability to work flexibly to meet deadlines and fulfil all set duties.          Ability to respond swiftly and effectively to instructions from others.          Knowledge and experience of using IT to deliver learning to pupils.          Ability to follow plans accurately to deliver learning to pupils.          Ability to work as part of a team.          Ability to lead and direct others for the benefit of the pupils.          Understanding of the educational, welfare and social needs of children          Ability to build positive relationships with pupils in order to enhance their learning and development.          Proven excellent written and oral communication skills, including IT skills</p>	<p>Knowledge of year group national curriculum expectations</p>
<p>Personal Qualities</p>	<p>Able to maintain confidentiality in all circumstances.          Proactive approach to work; being responsive, empathetic and supportive to all within the school          Able to establish effective relationships with those working in and with the school</p>	<p>Able to contribute new ideas and ways of working</p>
	<p>Understand the importance of and ensure the support of the physical and emotional wellbeing of staff and pupils</p>	

Post Holder's Signature•.....Date•.....

Line Manager's Signature•.....Date•.....