

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Higher Level Teaching Assistant**JEM Number**
01-209**GRADE:****REPORTS TO:**

Headteacher or member of Senior Management Team (or other designated person)

1. PURPOSE OF JOB:

To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES**Support for Pupils**

i. Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations.

ii. Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognizing and responding to individual needs. Postholder to encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

iii. Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement.

Support for Teachers

iv. Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.

v. Monitor and evaluate pupil responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the class teacher as required.

vi. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence,

vii. To produce lesson plans, worksheet plans etc. and administer and assess/mark tests and invigilate exams/ tests.

	<p><u>Support for the Curriculum</u></p> <p>viii Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Postholder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.</p> <p>ix Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds.</p> <p><u>Support for the School</u></p> <p>x Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</p> <p>xi Be aware of and support difference to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school.</p> <p>xii Recognise own strengths and areas of expertise and use these to advise other teaching assistants.</p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Under the direction of a teacher, the postholder is responsible for the organization and management of the learning environment and resources. Some creativity may be displayed in dealing with issues relating to individual pupils.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children and other school based employees. Establish relationships with other agencies/ professionals, in particular with the assigned teacher.</p>
6.	<p>DECISIONS</p>

	<p>a) Discretion</p> <p>Required to work within school policies, procedures and relevant legislation, particularly in relation to child protection, behaviour management and agreed learning strategies.</p>
	<p>b) Consequences</p> <p>Impact on the quality of education of a child or group of children and, indirectly, on parental attitudes to the school.</p>
7.	<p>RESOURCES</p> <p>Learning Resources.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Impact minimised by following the agreed lesson plans of the class teacher. Potential for whole school issues to impact on postholder's workload or work area</p>
	<p>b) Physical Demands</p> <p>Limited physical demands- some standing and walking. Bending may be needed in dealing with child-centered activities at Primary/Infant level.</p>
	<p>c) Working Conditions</p> <p>In general, classroom based. May be required to work outside at times.</p>
	<p>d) Work Context</p> <p>Potential risk to well being through exposure to aggressive behaviour from pupils or personal care issues with some pupils. Contact with parents/carers could also potentially expose the postholder to physical/ verbal abuse.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>HLTA standards through equivalent qualifications or experience. Numeracy & literacy skills equivalent to NVQ 2 in Maths and English 5 years relevant TA experience, including qualification period</p>
10.	<p>GENERAL</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title HLTA without staff management	JEM Reference No. 01-209
Directorate Schools	Evaluation Date
Service LCC Generic - Cross Function	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	3	52
Contacts and Relationships	3	56
Decisions Discretion	2	36
Consequences	2	24
Resources	1	10
Work Environment Work Demands	3	24
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	4	144
TOTAL POINTS		402
GRADE		Grade 6

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project