# **Job Description TA/ HLTA**

# Main purpose

The TA/HLTA will:

* Work with school staff to raise the learning and attainment of pupils, some of which have been educated at home.
* Promote pupils’ independence, self-esteem and social inclusion so that they are more readily able to engage positively with education and their peers.
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
* Support students in their homes to be able to support their transition back into school

Duties and responsibilities

**Teaching and learning**

* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Demonstrate an informed and nurturing approach to teaching and learning by adopting relevant strategies to support the work of the school and increase achievement of the pupils they work with.
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities, whether this be in the home or in school.
* Use effective positive engagement strategies in line with the school’s policy and procedures to support pupil engagement and social inclusion.
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Use ICT skills to advance pupils’ learning
* To cover and lead class teaching (under supervision) as and when appropriate
* Direct the work, where relevant, of other adults in supporting learning
* Undertake any other relevant duties given by the Senior Leadership Team (SLT)

**Planning**

* Use your area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan your role in learning activities
* Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how you will support the inclusion of pupils in the learning activities

**Working with staff, parents/carers and relevant professionals**

* Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* To organize and contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by SLT
* Keep subject leaders accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Collaborate and work with colleagues and other relevant professionals within and beyond the school and develop effective professional relationships

**Driving**

* Drive groups of young people to additional provision in school cars
* Drive to homes or other bases to support integration into school
* Have a legally compliant vehicle to use when necessary for the duties described. Mileage allowance is paid

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

**Professional development**

* Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedure

# **Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

The TA/HLTA will be required to follow school policies and the staff code of conduct.