



Job Description

Job Title: 1:1 High Level Teaching Assistant (HLTA) (Fixed term)
Reports to: Head of Learning Enrichment (SENCo)

Responsible for: No posts

Working Time: 37.5 hours per week, term time only (36 weeks)

Purpose of Job: 1:1 SEND HLTA to work 1:1 supporting a pupil in Year 4 and a pupil in Year 6

Main Duties and responsibilities:

- Supervising and supporting identified children, in 1:1, group or whole class situations, ensuring their safety and access to learning
- Assisting in the development of appropriate resources, schemes of work and teaching strategies
- Assisting in evaluating identified children's progress and in undertaking record keeping
- Providing detailed and regular feedback to teachers on children's achievement, progress and needs
- Leading small group sessions and interventions
- Attending to children's personal needs where required, including social, health, physical, hygiene, first aid and pastoral matters
- Supporting with behaviour management
- Contributing towards a purposeful and supportive learning environment.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities to ensure achievement of learning goals
- Assisting with the supervision of children out of lesson times, such as playtime and lunchtime duty
- Establishing good relationships with children, acting as a role model
- Promoting the inclusion and acceptance of all children, supporting difference and ensuring that all have equal access to opportunities to learn and develop
- Supporting children with their learning and development in all curriculum areas
- Encouraging children to interact with others and engage in activities
- Establishing and maintaining positive relationships with parents/carers
- Providing general administrative support
- To attend review meetings as required
- To maintain complete confidentiality on all matters pertaining to school policy, staff or pupils.

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures and Staff Code of Conduct at all times.
- Display correct staff identification at all times whilst on site.
- Attend appropriate training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.
- To ensure that you are familiar with all school policies and the contents of the staff handbook.

Qualifications & Experience

We would like to hear from you if you have:

- SEND experience and an interest in flexible learning methods, and a commitment to delivering bespoke learning interventions
- Knowledge of SEND and learning barriers
- Knowledge of some of the social & emotional issues facing KS2 pupils
- Experience of working directly with young people in an education or training environment, supporting the learning of students.
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.
- Experience of managing and being responsible for own workload.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

September 2024

Commented [JE1]: HLTA qualifications @Cheryl Parry

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Group Task with children (G) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	<ul style="list-style-type: none"> GCSE in Maths and English at Level 4 or above, or equivalent A suitable qualification to work with children aged 3 - 11, equivalent to at least NVQ Level 3 and that meets the DFE's criteria for counting in the Early Years Foundation Stage Framework staff:child ratios A commitment to continuing professional development SEND experience 	Educated to A Level or equivalent Recent CPD undertaken in SEND	A
Knowledge and skills	<ul style="list-style-type: none"> Awareness of the 4 broad areas of need from the SEND code of Practice (2015) (A, G) Proficiency with ICT (I, A, G) Differentiate learning appropriately to challenge and support all pupils (A/I) Build excellent relationships with children, parents and colleagues (I). Excellent organisational skills (A/I). Ability to work collaboratively in a team (A/I). Always promote positive behaviour with consistency and consideration for the aims and ethos of Royal Russell School (I). Encourage and praise achievement and success (A/I) 		A / I / G
Experience	<ul style="list-style-type: none"> Working within a Primary setting Ability to build positive relationships with all pupils Experience of working with pupils with SEND 		A / I / G
Personal competencies and qualities	<ul style="list-style-type: none"> Enthusiastic and positive about learning and teaching Ability to communicate succinctly and effectively both orally and in writing, using appropriate language Friendly and approachable with a can-do mind-set Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations High degree of personal motivation, initiative, energy, creativity and drive Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction An empathy for the values and ethos of the school 		A / I / G
Other requirements	<ul style="list-style-type: none"> Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults 		A / I / G

I acknowledge receipt of this job description dated September 2024 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

Dated: