

LSA/HLTA job description

Employment details	
Job title	LSA or HLTA
Reports to	Headteacher
Hours of work	32.5 hours per week: 8.30-3.30pm
Salary	HLTA Point 8 – £19,266 to Point 10 - £19,891
	LSA Point 4 – £18,089 to Point 8 - £19,266

General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- **[HLTA roles only]** Provide teaching cover as and when required.
- **[HLTA roles only]** Take a lead role in supporting pupils with SEND.
- **[HLTA roles only]** Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- **[HLTA roles only]** Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.
- **[HLTA roles only]** Be proactive in managing pupil behaviour.

Supporting the school

- Contribute to the ethos, value and aims of the school.

- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- **[HLTA roles only]** Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
- **[HLTA roles only]** Share expertise and skills with other staff members.
- **[HLTA roles only]** Participate in meetings as required.
- **[HLTA roles only]** Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the headteacher.
- **[HLTA roles only]** Work with line managers on timetable arrangements.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the **SENCO** with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- **[HLTA roles only]** Provide support to pupils in specialist areas of learning as required.
- **[HLTA roles only]** Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.
- **[HLTA roles only]** Determine the need for specialist equipment and resources to support pupils' learning.
- **[HLTA roles only]** Modify teaching and adapt activities to suit pupils' individual needs.
- **[HLTA roles only]** Identify ways to improve pupil performance.
- **[HLTA roles only]** Assess, record and report on the progress of pupils and use this information to extend their learning.

Communication and coordination

- Work closely with teaching staff, other TAs and the **SENCO** to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the **SENCO** in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- **[HLTA roles only]** Liaise with the **SENCO** regularly to review the progress of individual pupils with SEND and the overall SEND provision in the school.
- **[HLTA roles only]** Assist in the coordination and provision of interventions for named pupils or groups of pupils.

Professional development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.
- **[HLTA roles only]** Undertake line management responsibilities of other TAs where appropriate.
- **[HLTA roles only]** Be responsible for disseminating training to other TAs and teaching staff as appropriate.
- **[HLTA roles only]** Act as a point of contact for other professionals, e.g. speech and language therapists, specialists and parents.

LSA/HLTA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • <u>Two or more GCSEs at grades 9 to 3</u> or equivalent, including English and maths. • [HLTA roles only] HLTA status (or looking to train) or QTS. • [HLTA roles only] Meet the HLTA standards or equivalent. 	<ul style="list-style-type: none"> • First aid training. • Safeguarding training. • [HLTA roles only] Evidence of relevant CPD. • [HLTA roles only] Relevant qualifications to at least <u>level of qualification</u>.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with children. • Experience of record keeping and monitoring. • Effective oral and written communication skills. • Demonstrable levels of numeracy and literacy. • Excellent communication skills. • Effective problem-solving skills. • The ability to remain calm under pressure. • The ability to be proactive in seeking solutions. • The ability to work with pupils in a professional manner. • [HLTA roles only] Strong ICT skills. • [HLTA roles only] Experience of teaching individuals, groups and whole classes. • [HLTA roles only] Knowledge of SEND provision. • [HLTA roles only] Experience working with children and young people with additional needs. 	<ul style="list-style-type: none"> • Experience of working in an educational environment. • Experience of working on a one-to-one basis. • Good organisational skills and time management. • Experience working with children and young people with additional needs. • [HLTA roles only] Experience leading and managing other support staff. • [HLTA roles only] Experience in a specialist area. • [HLTA roles only] Experience in multi-agency working.

Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding. • Knowledge of relevant school policies. • [HLTA roles only] Knowledge of the curriculum. • [HLTA roles only] Knowledge of the HLTA standards. 	<ul style="list-style-type: none"> • Knowledge of legislation and statutory guidance specific to <u>school type and phase</u>. • [HLTA roles only] Knowledge of a specialist area.
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Able to work independently but also as part of a team. • Dedicated to their practice. • Punctual and professional. • Able to maintain successful working relationships with colleagues. • Reliable and able to be flexible in their approach to work. • Positive and engaging. • Able to plan and take control of situations. • Capable of handling demanding workload and successfully prioritising work. • Empathetic to those who face barriers to their learning. • Patient with pupils who take longer to understand information. 	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> • The capacity to work flexibly. • An enhanced DBS check. • Available references from a previous employer or organisation. 	