

Lancashire County Council

Role Profile – Operational Context Form

Post title: Higher Level Teaching Assistant – Reading Lead					
Grade:	Grade 7	Staff responsibility:	Teaching Assistants (where appropriate)	Essential Car user:	Yes/No

Scope of role:

The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise. This will include managing the running of the school library and leading on initiatives and interventions to promote and improve reading and literacy across the school. Under an agreed system of supervision, supporting qualified teachers as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes. To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Accountabilities/Responsibilities – appropriate for this post:

Support for Pupils

- To manage the day-to-day running of the school Library, including the supervision of pupils and students at break, lunchtime and after school
- To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
- To support pupils as part of a planned inclusion/intervention programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks, including assistance with displays.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning within the school library.
- To work closely with the English department and Senior Leaders to play a leading role in the promotion of reading and literacy across the school.
- To work with other pastoral and SEND support staff to plan and deliver effective interventions for individuals and groups who require additional support.
- To support the promotion of positive relationships with parents and outside agencies.

- To contribute/lead meetings, on an individual basis to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school (including homework club).
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of other support staff and hold team meetings where appropriate.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers where appropriate.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To deliver learning activities including literacy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To play an active role in supporting the English department with Library lessons
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

Prepared by:	Schools HR Team	Date :	13/02/2023
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Higher Level Teaching Assistant / Teaching Assistant Co-ordinator

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	A
NVQ level 4 qualification or equivalent	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A
HLTA status	D	A
Experience		
Experience of working with children	E	A, I
Experience of working in a classroom environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D	A, I
Staff management experience	D	A, I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A, I
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	E	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	E	A, I
Administrative skills	D	A, I
Knowledge of Foundation Stage/National curriculum	D	A, I
Knowledge of numeracy and literacy strategies	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Ability to organise, lead and motivate a team	E	A, I
Flexible attitude to work	E	A, I
First aid/Paediatric First Aid Certificate	D	A

Other Commitment to undertake in–service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E E E	A A, I R
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Note: We will always consider your references before confirming a job offer in writing

Date created: 13/02/2023