The Bemrose School

HLTA - Literacy

Job description

Post: Higher Level Teaching Assistant – Literacy

Remuneration: SCP 12 to SCP 17

32.5 hours 52 weeks [1265 hours including INSET]

Area: Whole School

Line Manager: Lead Practitioner- Literacy

PURPOSE OF THE JOB

- To identify and work with pupils who need to develop their language, literacy and spoken proficiency.
- To provide high-quality teaching of literacy whilst monitoring the intervention programme(s) including phonics, fluency, comprehension and handwriting.
- To support the school's wider reading for pleasure culture.

Main duties

Planning:

- To plan and prepare intervention sessions which meet the needs of the identified pupils
- To deliver pre-existing intervention packages with fidelity to support pupil progress
- To use data to inform the delivery to pupils
- To contribute to the planning of opportunities for pupils to learn in out-of-lesson contexts in line with school's policies and procedures.

Teaching and Learning:

- To teach whole classes within an agreed system of supervision and within a pre-determined lesson framework.
- To provide detailed feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- To motivate and support pupils' learning by using clearly structured, interesting teaching and learning activities
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities within the classroom and during unstructured time.
- To use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and to encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the Executive Headteacher or Head of School, to support pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance
- To organise and safely manage the appropriate learning environment and resources
- To promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- To assist the class teacher in all aspects of literacy and inclusion in line with school policy
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment:

- To assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- To monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
- To assist in maintaining and analysing records of pupils' progress throughout the intervention period

- To support the teaching staff with reporting pupils' progress and achievements at parental meetings which are held outside school hours
- To communicate progress and any additional support required to teaching staff regularly to ensure there is a consistent approach

Mentoring, Supervision and Development:

- To support and guide other less experienced Teaching Assistants' work in the classroom when required and to lead training for other teaching assistants
- To contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- To participate in staff meetings and training days/events as requested.

Behavioural and Pastoral:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- To understand and implement school safeguarding procedures and comply with legal responsibilities.
- To assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Other

To cover lessons for absent teachers when required in response to the 'Rarely Cover' arrangements.

To carry out any other duties as reasonably required by the Executive Headteacher or Head of School.

The HLTA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher, Head of School or line manager.