



## JOB DESCRIPTION

### Higher Level Teaching Assistant

- The School:** Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the school prides itself on being one of the oldest prep schools in the country.
- Job Purpose:** To work as part of a team supporting additional needs of pupils and breaking down barriers to learning by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.
- Hours of Work:** 8am – 6pm Monday to Friday Term time plus Insets

#### Key Responsibilities

- Work under the guidance of the SENCO to implement agreed work programmes with individuals/groups, in or out of the classroom. This will include those requiring specialist knowledge in particular areas.
- Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.
- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of ILPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Provide feedback to pupils in relation to progress and achievement.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Undertake comprehensive assessments of pupils with English as an additional language (EAL) to determine those in need of particular help.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's learning and supporting home to school links.
- Manage records, information and data, producing analysis and reports.

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- If trained, you will also prepare, run and record ELSA sessions.
- Ensure teachers have relevant information on the needs and progress of individual children with whom you have been working.
- Attend relevant training, professional development activities and meetings in order to meet the requirements of the role as agreed with the Head of Hub.
- Supervising and setting activities in after-school clubs.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns appropriately
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use them to advise and support others.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

#### **All staff are expected to:**

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the stated aims, vision and values of the school.
- Provide outstanding pastoral care for the children in the classroom and throughout the school. Appreciate the need for flexibility if other members of staff are absent.
- Participate fully as a member of the staff team in helping to provide a happy, stimulating, safe, educational environment.
- Be a member of a house and contribute to house events.
- Respect and maintain confidentiality.
- Ensure own child protection is up to date.
- Attend First Aid training as arranged by the school.
- Be responsible for a group of children on out of school trips including awareness of mini-bus safety.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- Work in a co-operative, diplomatic and flexible manner.
- Carry out any other reasonable duties as requested by the Head of Hub, Bursar or Headmaster.

## **Essential Criteria:**

### **Education and Qualifications**

- HLTA status
- One of the following (or equivalent):

- CACHE Diploma in Childcare and Education (Level3)
- NVQ level 3 in Early Years Care and Education
- CASHE Diploma in Early Years Care and Education
- NVQ Level 3 for Teaching Assistants

### **Training and Professional Development**

- Commitment to ongoing personal professional development
- Experience of classroom-based support work
- Several years' experience working in a classroom environment
- Experience of working with children with Additional Learning Needs including ASD & ADHD
- Experience of working across Key Stage Two and three

### **Skills and Abilities**

- Able to work well in a team
- Able to form strong relationships
- Strong behaviour management skills
- Excellent literacy and numeracy skills
- Able to engage and motivate learners
- Able to plan, deliver and assess learning
- Able to assess pupils' progress
- Good interpersonal and communication skills
- Able to work unsupervised
- Able to establish and maintain good working relationships both internally and with parents/external contacts
- Excellent IT skills
- Experience in working with pupils EAL

### **Knowledge and understanding**

- Knowledge and understanding of the development and learning needs of children.
- Knowledge of intervention programmes to assist pupils with additional learning needs.

### **Personal Attributes**

- Integrity – Enthusiastic – Patient – Flexible – Sense of humour – Initiative – Commitment to learning – Commitment to equality of opportunity

**Note: This job description will be reviewed annually**

*Updated April 2022*