

Lancashire County Council

THE LOYNE SPECIALIST SCHOOL

JOB DESCRIPTION: CLASS SUPPORT AND PPA COVER	
POST TITLE:	Higher Level Teaching Assistant
GRADE:	Grade 7 SCP 19 - 25
CAR USER:	No
LOCATION:	The Loyne Specialist School
RESPONSIBLE TO:	Senior Leadership Team but subject to supervision by the classroom teacher in respect of teaching and learning activities.
STAFF RESPONSIBLE FOR:	Teaching Assistants and Welfare Assistants where appropriate
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<p>Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and recording learning activities progress for individuals/groups or short term/PPA for whole classes.</p> <p>HLTAs will show initiative in supporting school improvement by spearheading their areas of responsibilities to champion pupil progress through the school's holistic curriculum.</p> <p>The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do</p> <p>(Activities relating to pupil progress will be subject to the agreed system of supervision)</p>
<p>Support for the Loyne Estate</p> <ul style="list-style-type: none"> • To organise, plan and assess learning in different contexts across school and in settings beyond the school. • To liaise with the class teacher and subject leaders for the lessons you teach to ensure delivery meets their expectations. • To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas. • To be proactive in providing a purposeful, orderly, and supportive environment for life-long learning. • To support the provision of out of school learning activities within guidelines established by the school. • To work within school policies and procedures at all times. • To ensure effective communication arrangements with pupils, staff, parents/carers and stakeholders. • To attend staff training as appropriate. • To participate in appropriate training to drive the school minibus and be willing to drive as required. • To undertake classroom administrative tasks. • To take care for their own and other people's health and safety. • To liaise with the appropriate person regarding the ordering of supplies and equipment. 	

- To ensure effective communication arrangements with pupils, staff, parents/carers and stakeholders.
- To attend staff training as appropriate.
- To participate in appropriate training to drive the school minibus and be willing to drive as required.
- To undertake classroom administrative tasks.
- To be aware of the confidential nature of all issues relating to work at The Loyne School and Grizedale Centre.
- To actively promote positive relationships with parents, carers and outside agencies.
- To assist in the supervision, training, and development of other members of staff utilising own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To be familiar with and understand the intent, implementation, and impact of the school curriculum / purpose of Grizedale.

Support for Pupils

- To assist in the devising of pupils'/young people's learning, their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils / young people and staff to assist progress and attainment.
- To assist in the specific medical/care needs when specific training has been undertaken.
- To be aware of all medical conditions and needs of pupils / young people and to seek the advice for the school nurse/Headteacher/Deputy Headteacher should the pupils' /young person's condition give rise for concern.
- To be vigilant in the detection and reporting of any signs of abuse or neglect and to be constantly alert for those who may be at risk.
- To assist on community visits or organised activities, swimming or hydrotherapy sessions and where appropriate, going into water with pupils.
- 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.
- To support vulnerable children and their families including outside key school hours as required.
- To care for sick pupils / young people and those suffering from minor injury within their group and escort them home, if the Headteacher considers this necessary or practical.
- To assist in the supervision of children / young people on trips/visits.
- To deputise for the Class Teacher / Centre Manager when necessary and represent school / Grizedale in a knowledgeable and professional manner.
- To lead on community visits or organised activities, swimming or hydrotherapy sessions and where appropriate going into water with the pupils / young people.

Specific Responsibilities

- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s) / young people.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To undertake the assessment of pupil's work, in liaison with the Class Teacher, and contribute to all paperwork and input of tracking information regarding pupil progress and achievement
- To undertake cover supervision for whole classes / Grizedale.
- To provide cover across school ensuring flexibility within the staff team to cover PPA and curriculum leadership.

- To have read the CPARR policy, be secure in its contents and use this to inform planning and implementation of lessons.
- To contribute to and complete summative assessment which may include evidencing work, marking and providing feedback and reporting to parents as appropriate.
- To plan and reflect on lessons for identified classes/groups of pupils by preparing, delivering, assessing, reporting and marking learning activities for individuals/groups and classes.
- To liaise with all class teachers for the lessons delivered and ensure they are fully aware of progress, WOW moments and PLO embedded into the broader curriculum.
- To liaise with the leader for the curriculum areas that are taught informing them about curriculum implementation and impact on pupils learning and to ensure that lessons meet their expectations
- To contribute to a range of teaching, learning and pastoral activities.
- To take responsibility for teaching assistants (TAs) and welfare assistants where appropriate including assisting with their performance management.
- To assess, evaluate and report on all responsibilities to line manager.

In addition, other duties at no higher responsibility level may be interchanged with/added to this job description at any time.

January 2023:

Agreed/prepared by:
Kathryn Veevers
Anna Bradley

Employee Signed: