



### JOB DESCRIPTION

Job Title	Higher Level Teaching Assistant (HLTA)
Reporting To	Head of Specialist Curriculum (Foundation Learning)
Accountable To	Head of School for Personalised Learning
Grade	Spine Point 26
Job Summary	To assist curriculum delivery by providing assisting and supporting the Head of Specialist Curriculum with all aspects of our students educational experience. This will include undertaking teaching, planning, monitoring, collation of data, recording and tracking of students on identified courses in associated sessions under the direction of the teaching staff and/or Head of Specialist Curriculum.
Job Content	<p><u>Main Duties</u></p> <ol style="list-style-type: none"><li>1. To liaise daily with the Head of Specialist Curriculum re the resourcing, planning and delivery of lessons.</li><li>2. Planning and facilitating student interventions, monitoring functional skills exams and the collation of data.</li><li>3. To provide teaching cover for classes within the School of Personalised Learning, under the direction of the Head of Specialist Curriculum or during their absence.</li><li>4. To assist with the quality processes for accredited courses and to track, monitor and record achievement.</li><li>5. To provide pastoral support and intervention for students, including liaison with parents and external agencies where appropriate.</li><li>6. To manage the specific needs of students which may impact on their learning e.g. challenging behaviour, medical conditions and Life long Learning Difficulties and Disabilities (LLDD).</li><li>7. To liaise with (in conjunction with the Head of Specialist Curriculum) appropriate members of the multi-disciplinary team supporting a student and record/disseminate information appropriately.</li><li>8. To assist the Head of Specialist Curriculum in monitoring attendance and in responding to any arising behavioural issues within the course.</li></ol>

9. To abide by and comply with all quality procedures (including Equality and Diversity) that are undertaken by the College, as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility.
10. To comply with the College Health and Safety Policy and Risk Assessments.
11. To comply with the College's Code of Conduct.
12. To comply with the College Equality and Diversity Policy.
13. Participate in relevant College quality assurance procedures, including performance management, professional development and the support area self-assessment.
14. To undertake such other duties from time to time as may reasonably be required by the Principal and/or delegated officers of the College

Signature of Job Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head of School: \_\_\_\_\_ Date: \_\_\_\_\_