

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

ROLE PROFILE FORM

Section A

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| Role profile ref: | 02133 |
| Department/Section: | Education (schools) |
| Role Title: | Higher Level Teaching Assistant Level 2 (Generic) |
| Reports To - (Supervisor/manager's role title) : | Class Teacher or Support Staff Manager |
| Role Purpose: (why the role exists) | To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To provide learning activities for classes under the professional direction and supervision of a qualified teacher, including planning, preparing and delivering lessons and assessing, recording and reporting on development, progress and attainment. |

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).

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| <p>Headteacher</p> <p>Class Teacher/Support Staff Manager</p> <p>Higher Level Teaching Assistant</p> |
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Section C**ROLE REQUIREMENTS**

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

| Accountabilities | Accountability Statements | % of Time |
|--|---|------------------|
| Support for pupils | <ul style="list-style-type: none"> Assess needs of pupils Develop Individual Education Plans (IEP's) Routinely provide cover for short term teacher absence | 50 |
| Support for the teacher | <ul style="list-style-type: none"> Working unsupervised, manage the learning environment with the teacher Under supervision, plan challenging learning objectives Provide accurate feedback and reports on pupil achievement Liaise with parents on behalf of the teacher to report on/ review pupil progress | 15 |
| Support for the curriculum | <ul style="list-style-type: none"> Work alongside the teacher in development of curriculum programmes Deliver learning activities, select and prepare resources Advise on the deployment of specialist equipment | 15 |
| Support for the school | <ul style="list-style-type: none"> Take initiative to develop multi-agency support Lead, advise and support others in area of expertise Deliver out of school learning activities that consolidate class work Manage a group of LSA's Select and develop opportunities for managed staff | 15 |
| Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability | <ul style="list-style-type: none"> Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace. | 5 |

Section D -The key decision making areas in the role

- A level 2 HLTA, whilst working under the general direction of the teacher, will work unsupervised and without the close presence of the teacher and will implement lesson plans, deal with pupil behaviour and make judgments about pupil progress/pupil needs without reference to the teacher.
- A level 2 HLTA, due to training and expertise, will carry a specific specialist responsibility (eg. Bi-lingual, sign language, etc) and support and develop other staff in the school when help is needed in this area.
- A level 2 HLTA will decide on what development opportunities are appropriate for managed staff.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

- Line management of up to 2-10 teaching assistants
- Role dimensions vary according to the experience of the HLTA.
- A level 2 HLTA will guide teaching staff in the area in which they hold a specialist qualification. They will also brief and support new staff (including teachers) on the stage of development of pupils.
- Written reports required from HLTAs are detailed and complicated especially if they are addressing complicated pupil needs.
- A level 2 HLTA undertakes whole class supervision in the absence of the class teacher as required and according to the needs of the school.

Include size of school and number on roll.

Section F - The main contacts – external/internal customer contacts and purpose

- Internal (in school) – frequent contact with pupils to support learning and meet wider needs, other colleagues, teachers, headteacher, members of the governing body.
- External (outside school) – (usually under the direction of the teacher) parents/guardians/carers, Education Psychologist, Education Welfare Officer, other LEA specialist colleagues, outside contractors, specialist groups on educational visits, students.

Section G - Working conditions – environment, and physical effort or strain.

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility, with teacher, for maintaining calm.
- External working on trips, educational visits etc. and, in the case of some special schools, home/school liaison visits
- Manual handling responsibilities.
- Skilled in restraint techniques for dealing with difficult children.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging, difficult and sometimes violent, and deal with racial/abusive language and bullying.
- Health and Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.
- In special schools, undertake personal/intimate medical work for children with special needs.

Section H - Context/additional information

- There is a multi-role aspect to this job in that the expertise of the Level 2 postholder will affect the depth and range of support the class teacher can expect.
- It has a high confidentiality component and needs to hold the trust and confidence of both the pupils and the teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school.
- High levels of stress are generated by various aspects of the role including when dealing with individual pupils and/or groups with complex and demanding learning needs. The postholder's working hours predominantly require constant pupil.

PROGRESSION IN ROLE**Section J - Entry: Necessary role-related knowledge, skills and experience at selection**

- Empathy with pupils and sympathetic to their needs.
- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.
- NVQ4 for Teaching Assistants or equivalent qualification or experience.
- Excellent literacy/numeracy skills.
- Training in relevant learning strategies, e.g. literacy and/or in particular curriculum or learning area, e.g. bi-lingual, sign language, Makaton, dyslexia, ICT, Maths, English, CACHE, etc. In special schools, training in SCIP, PECS, ASD and manual handling may be essential requirements.
- Minimum of 2 years' relevant experience in a teaching/learning/child support working environment.
- Understanding of statutory frameworks relating to teaching.
- Good communication skills and able to clarify and explain instructions clearly.
- Can use ICT effectively to support learning.
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Professionally discreet and able to respect confidentiality on particular issues.
- Well developed interpersonal skills and sense of humour enabling effective relationships with a variety of people.

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Section K – Initial induction/training required to become effective in the role**Estimated time to become operationally effective****1-3 months**

- Shadowing experienced HLTA in school.
- Knowledge of school and school systems/policies.
- Approach towards pupil discipline and behaviour.
- Relationship between and respective responsibilities of teacher and HLTA.
- Professional relationships between staff and pupils.
- Support from mentor HLTA.
- Manual handling skills.
- Developing health and safety knowledge.
- Independent working, under the professional direction of a teacher, with whole

classes and groups of children.

Section L - Operationally effective: How would effectiveness in the role be demonstrated?

- Firm, sensitive and effective approach towards pupil discipline.
- Able to organise, lead and motivate a team.
- Able to work at an advanced level with the teacher in planning and delivery of teaching activities (including those defined in IEPs).
- Able to implement individual behaviour management plans where appropriate.
- Able to monitor, evaluate and record pupil progress.
- Competent in working with a whole class of children without the direct supervision from the teacher.
- Ability to apply knowledge and skills from training in practical classroom context.
- Flexible in relation to tasks undertaken and groups/children allocated.
- Ability to motivate and encourage children appropriately.
- Ability to work independently and with initiative.
- Ability to establish and maintain good relationships and rapport with other colleagues in the school, and external contacts.
- Possession (particularly in special schools) of specialist qualifications/skills to deal with needs of particularly challenging pupils.
- Mentoring of other HLTAs/learning support staff.

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

- Inputting to and, where appropriate, leading on professional development of school staff during in-service activity.
- Recognised for expertise in school and, possibly, more widely in LEA.
- Support for the induction of other staff in the school including, in appropriate circumstances, teaching staff.
- Able, under the overall direction of the teacher, to take responsibility for meetings with external contacts.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.