Higher Level Teaching Assistant (HLTA / Crew Leader) Job Description

Job Title: Higher Level Teaching Assistant (HLTA / Crew Leader)

Grade of Post: Grade 6

Hours of Work: 33.5 hours (Term Time only)

Responsible to: SENCO

Purpose of the Job:

To support the education, supervision and care for students in school, assisting with the promotion of the highest levels of achievement by providing high quality Learning Support to those students identified as being in need.

Higher Level Teaching Assistants are expected to meet the HLTA Standards.

Crew responsibilities:

- Be a Crew Leader and take responsibility for a Crew of young people
- Organise and run Crew Meetings
- Plan and evaluate the delivery of Crew sessions
- Support, guide and care for Crew members
- Liaises with external agencies that may be supporting a member of their Crew and attend meetings if necessary
- Form a positive relationship with all parents of Crew members and update them with information when required
- Contribute to whole school Crew sessions as required
- Ensure the safety and well-being of all young people at XP
- Follow our procedures and policies on safeguarding

HLTA responsibilities:

- Take a lead role with the class teacher in the planning, development and organisation of systems, procedures and policies directly related to the curriculum and pupils
- Deliver pre-planned lessons to individuals, groups or classes of pupils under an agreed system of supervision, adjusting activities according to pupils needs and responses.
- Assist teaching staff on the planning and preparation of resources
- Produce lesson plans and worksheets as directed
- Manage records, information and date producing analysis and reports
- Undertake the marking of pupils' work and accurately record achievements and progress

- Administer and invigilate exams
- Deliver out of school learning activities

This Criteria is to be read alongside the Teaching Assistant (Learning Coach) Job Description. The performance of these duties is under the reasonable direction of the SENCO and Headteacher.

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act, and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post.

The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the XP Trust Staff User Guide and Staff Handbook Policies