



ST ANDREW'S INTERNATIONAL HIGH SCHOOL

Higher Level Teaching Assistant – Learning Support



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title HLTA
 Responsible to SENDco
 Responsible for Develop students learning through The Learning Support department

| Essential Qualifications & skills | Desirable Qualification |
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| GCSEs or High School certificate including English Computer literacy A Degree | Teaching qualification - PGCE & QTS Evidence of further education |
| Essential Experience | Desirable Experience |
| Working with students in an international school setting Working with Students with SEND | Teaching experience Knowledge of Btec level 1 qualifications or similar |
| Personal Qualities | Desirable Experience |
| <ul style="list-style-type: none"> • A passion for lifelong learning • Ability to inspire students • Ability to motivate students to realise their potential academically and personally • Ability to work in a team • Able to empathise • Able to meet deadlines • Able to use initiative • An excellent teacher • Committed to learning in and outside of the classroom • Committed to maintaining the caring and supportive ethos of the school • Committed to the safeguarding of children, young people and adults • Excellent communication skills • Excellent interpersonal skills • Flexible and adaptable, able to cope with change • Honest and trustworthy • Organised • Resilient • Willing to contribute to co-curricular activities • Willing to go the extra mile • Willing to learn and develop within the role • Willing to take on new roles and responsibilities • Willing to contribute to the wider community | |
| Job Description | |
| <ul style="list-style-type: none"> • Under the direction of their line manager, take a lead role in delivering support to meet the needs of students who require specialist help to overcome barriers to learning. • Under the direction of relevant class-room teacher or manger to plan, prepare and deliver activities for individuals/groups through team teaching and class teaching • Carry out 1-2-1 mentoring with key students • Act as key worker for students with EAL need, SEND and other barriers to learning • Act as scribe within exams and mock exams and other assessments • Assist in access arrangements for SEND and other students in exams and tests • Assist teachers with lesson arrangements • Attend and participate in regular meetings | |

- Attend Parents' evening and other community events to promote community cohesion
- Attend to key students' personal needs and provide advice to assist in students social, health and personal development
- Cover lessons when work is set by an absent teacher
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of students
- General admin duties as directed by the HoDs and teachers
- Implement agreed learning activities for students to enrich their learning in and out of the classroom
- Implement relevant interventions at wave two and three in one to one or small group work
- Improvement of the working environment and systems in consultation with the HoD/F
- Liaise with other members of the Learning Support department and wider staff
- Prepare and use plans and resources to support students learning under the direction of line manager
- Provide objective and accurate feedback to staff on key students' achievements
- Record interventions provided accurately in a timely fashion
- Support in the supervision of students while they complete relevant assessments
- Support students' access to learning using appropriate strategies and resources
- Teach small classes
- Team teach
- Track progress and recommend interventions
- Work with staff in planning, evaluating and adjusting appropriate learning activities

Pastoral Responsibilities

- Be a form tutor and ensure this covers the full description of this role – Available upon request
- Partake in team building activities, including annual residential
- Assist with boarding if required
- Take part in whole school events such as swimming gala and sports day
- Participate in House activities
- Deliver Life Skills Lessons as part of year programme

General Responsibilities Common to All Staff

- Be smartly dressed, establish a business-like environment
- Carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- Comply and actively promote school policies, including Safeguarding, Prepared for Learning, Equal Opportunities and Health and Safety
- Confront negative student conduct and take appropriate steps to deal with it
- Deal with all communication and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- Promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- Promote positive student and staff conduct
- Undertake training and development relevant to the post

This job description can be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of SAIntS in relation to the post holder's professional responsibilities and duties.