**Job Description**

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| **Job title:** | Higher Level Teaching Assistant (HLTA)  |
| **Location:** | All sites  |
| **Responsible to:** | Coordinator  |
| **Responsible for:** | To work with tutors to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified tutor. |

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| **Job purpose**To provide high quality learning support, mentoring and intervention for individuals and/or small groups of learners, including those with disabilities, disadvantaged and or who are disengaged, so that every learner participates, achieves and progresses in their programme of study. |

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| **MAIN DUTIES** |
|  | Plan, prepare and deliver specified learning activities to individuals and small groups modifying and adapting activities as necessary under the direction and supervision of a tutor |
|  | Assess, record and report on development, progress and attainment |
|  | Use teaching and learning objectives to plan, evaluate and adjust session/work plans as appropriate within agreed systems of supervision |
|  | Support learners in social and emotional well-being, reporting problems to the tutor as appropriate |
|  | Collaborate with the tutor to identify the additional support and intervention activities required, tailoring activities and materials, to enable learners to succeed and achieve |
|  | Work with individuals who require targeted support to complete all tasks and activities, supporting learners to develop their knowledge, skills and experience and grow in confidence and independence |
|  | Identifying barriers to learning and devise and develop a range of appropriate strategies to assist learners in resolving issues or tackling concerns  |
|  | Support tutor with learner portfolios, leading where reasonably required on conducting assessments, providing feedback to learners, conducting progress reviews, record-keeping and the provision of programme administration and study support  |
|  | Promote good behaviour management, applying policies and procedures in a fair and consistent manner, and take appropriate action in a timely and sensitive manner, completing records or reports accurately where required |
|  | Support learners to achieve to their potential, including support to achieve learning objectives, completing portfolios, and readiness for assessments and personal development goals |
|  | Assist with preparation for exams and to take part in invigilation, supervision and support during exams |
|  | Assist in the arrangement of and supervision of work experience placements, support for positive progression and the planning and delivery of enrichment activities so that all aspects of the course requirements are fulfilled |
|  | Provide specific support to individual learners with special needs or an Education, Health and Care Plan requirement, as agreed with you, supporting the health, safety and wellbeing of learners in line with company policy and person-centred plans |
|  | Act as the key worker for identified learners, championing their engagement, attendance, progress and achievement |
|  | Provide flexible support to the wider business as reasonably required, fulfilling occasional alternative duties as requested, so that expertise is deployed to meet business priorities at a level consistent with those outlined in this job description |

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| **OTHER** |
| **16.** | To contribute actively to team and departmental meetings as required |
| **17.** | To promote the charity in a positive and professional manner, acting as an ambassador for the charity |
| **18.** | To provide management information, professional intelligence and other support to organisational staff and the Charity CEO as required |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale

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| **Prepared By:** | Carole Moreton |
| **Date:** | May 20 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.

**Person specification**

**Job title: Employment Specialist** (**E = Essential D = Desirable**)

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|  **SKILLS AND CORE COMPETENCIES**  |
| **Technical competency (qualifications and training)** * Hold or working towards Level 4 Higher Level Teaching Assistant - **D**
* Award in Education & Training Level 3 - **D**
* Maths and English at level 2 minimum or equivalent – **E**
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| **Experience** * At least 1 years’ experience in a similar role - **E**
* Experience of supporting learners with SEND – **E**
* Experience working with learners who have issues with mental health, low confidence or who are overcoming disadvantages - D
* Experience planning preparing or adapting resources to meet learner need – **E**
* Experience of meeting the requirements of learners with Education, Health and Care Plans – **D**
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| **Skills and Attributes** * Creative and innovative, able to devise practical approaches that will interest and motivate learners – **E**
* Good IT skills and ability to undertake essential administrative or reporting tasks – **E**
* Relevant awareness of the job market and needs of employers – **D**
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| **Personal qualities, communicating and relating to others** * Strong commitment to supporting all learners - **E**
* Excellent organisational skills, time-keeping and reliability – **E**
* Able to build trust and rapport with learners of all ages - **E**
* Resilience, positivity and team working – **E**
* Ability to plan, risk assess and supervise off-site activity, such as visits or work experience placements - **E**
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| **Safeguarding** * Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **E**
* This post requires a Disclosure & Barring Service (DBS) disclosure at an Enhanced level **E**
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| **Other** * Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **E**
* Ability to travel between Landau sites or on Landau business **E**

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**As well as possessing the necessary qualifications, skills, knowledge or experience, having the right mind-set and behaviours which are in line with our company values is equally important**