

School name – HLTA – Languages (Teaching Assistant Level 4 – Supporting and Delivering Learning)

Job Description

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

Major Tasks

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning- Languages
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Support pupils consistently whilst recognising and responding to their individual needs
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment

Contacts & Relationships

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning-Languages
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school

Creativity

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Decisions

- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

Management & Supervision

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Supervision Received

- Direct supervision class teachers and SLT
- Requires an ability to work independently

Complexity

All work set is within the support staff member's capability.

Resources

- Organise and manage appropriate learning environment and resources
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Impact

- This role plays an essential part in supporting the work of both teachers and children in school
- Providing cover supervision for classrooms when required

Physical Demands

- The level of physical demands could occasionally be required to move furniture and carrying bags for lunch/boxes when children are on school trips. Periods of sitting down. Working in all seasons

Working Environment

- In the main, this post works in the environment equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example, travelling for meetings and

site visits. There is a requirement to work outside in most weathers. In extreme weather e.g. harsh winds, the children and TA will be working inside.

If the TA experiences verbal abuse, the Class teacher and Head Teacher must be informed

Emotional Context

The emotional strain or distress this role is expected to face would be limited; however, there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Have an understanding of our Church School ethos

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age in a learning environment
Knowledge	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Constantly improve own practice/knowledge through self-evaluation and learning from others
Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Ability to organise, lead and motivate a team • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal style & behaviours	<ul style="list-style-type: none"> • Calm under pressure <ul style="list-style-type: none"> • Punctual, courteous, encouraging • Appreciate and supportive of the role of other professionals • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example • Ability to maintain confidentiality • Follow the school dress code
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. This post has been assessed as requiring C2 level under the Common European Framework of Reference for Language (CEFR). The post holder must be able to:</p> <ul style="list-style-type: none"> • Understand with ease virtually everything heard or read • Summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation • Express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations

Where the post has been identified as “customer facing” under the requirements of the fluency duty, please insert the paragraph below:

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>