



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Higher Level Teaching Assistant

SCHOOL:

SALARY: Band 5

RESPONSIBLE TO:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is to work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

MAIN RESPONSIBILITIES:

Support for Pupils

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.
2. Develop and implement IEPs.
3. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.

6. Support pupils consistently whilst recognising and responding to their individual needs.
7. To have challenging expectations that encourage children to act independently and build self esteem.
8. Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

1. Organise and manage appropriate learning environments and resources for learning
2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Undertake the maintenance of pupils' records and accurately record achievement.
6. Support the teacher in the management of pupil behaviour.
7. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
8. Administer and mark tests and invigilate exams.
9. Undertake the marking of pupils' work.
10. Produce lesson plans, worksheets etc.

Support for the Curriculum

1. Deliver learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs
2. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support use of ICT in learning and develop pupils' competence and independence in its use.
4. Help pupils access learning activities through specialist support.
5. Advise on appropriate deployment and use of specialist equipment or resources

Support for the School

1. Comply with all school policies and contribute to the development of policy relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

5. Attend and participate in regular meetings
6. Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

Line management responsibilities

1. Manage other teaching assistants
2. Liaise between managers or teaching staff and teaching assistants
3. Hold regular meetings with managed staff.
4. Undertake the following activities:
 - Recruitment of staff
 - Induction of staff
 - Appraisal of staff
 - Staff training
 - Mentoring and coaching of staff

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Higher Level Teaching Assistant		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> ● Working with children of the relevant age ● Planning effective actions for pupils at risk of underachieving ● Supervising small groups of children ● Counselling ● Working with children with additional needs ● Managing other employees 	✓ ✓	✓ ✓ ✓ ✓
Skills & Competencies: <ul style="list-style-type: none"> ● Basic clerical skills ● Effective ICT skills and 3 years experience of using ICT and relevant technology in a learning environment ● Ability to use other types of learning technology: ● Can work as a member of a team, understanding their role in the classroom and associated responsibilities. 	✓ ✓ ✓ ✓ ✓	
Knowledge & Qualifications <ul style="list-style-type: none"> ● Meet the National Standards for HLTAs or equivalent qualification ● Excellent numeracy and literacy skills(at least NVQ 2 Qualification); ● HSAW First Aid Certificate or equivalent; ● Participated in training related to various national strategies e.g. literacy and numeracy ● NNEB or STA (First/Primary Middle)) or Specialist Degree(Middle/High) ● NVQ 2 ICT Qualification ● Understanding of codes of practice and recent relevant education; ● Good understanding of the principles of child development and the learning process 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Physical, mental and emotional demands: <ul style="list-style-type: none"> ● Commitment to helping provide a high quality service to children and families 	✓	
Other: <ul style="list-style-type: none"> ● Willingness to participate in training and development 	✓	