



## Northumberland Church of England Academy Trust

### Job Description

**JOB TITLE:** Higher Level Teaching Assistant  
**SCHOOL:** Castle School  
**SALARY:** Band 5  
**RESPONSIBLE TO:** Headteacher

The Northumberland Church of England Academy Trust is looking for a creative, energetic and enthusiastic HLTA to join a committed team at Castle School.

The learners within Castle School have a variety of needs, including Autism Spectrum Condition (ASC), Severe Learning Difficulties (SLD), Speech and Language Communication Need (SLC), Multi-Sensory Impairment (MSI), and Physical Disability (PD) that coexist.

These conditions overlap and interlock, creating complex learner profiles. The co-occurring and compounding nature of these difficulties requires a bespoke learning pathway that recognises children's and young people's unique and changing learning patterns. Pupils present a range of issues and a combination of layered needs, such as mental health, relationships, behavioural, medical, sensory, communication, and cognitive challenges. They require informed, specific support and strategies, which will include multidisciplinary input, to effectively engage in the learning process and actively participate in school activities and the wider community.

It is essential that the successful candidate is committed to providing the best opportunities to our pupils and can create an environment where they can be inspired and learn in a purpose-built provision that includes facilities such as multi-sensory rooms, a hydrotherapy pool, and swing room.

#### **PURPOSE OF JOB:**

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 individual education plans.
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 encourages 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, Pre-determined, 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, work sheets 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

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



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Post Title: Higher Level Teaching Assistant	Department:		Assessment Methods
	Essential	Desirable	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children of the relevant age</li> <li>Planning effective actions for pupils at risk of underachieving</li> </ul>	<ul style="list-style-type: none"> <li>Supervising small groups of children</li> <li>Counselling</li> <li>Working with children with additional needs</li> <li>Managing other employees</li> </ul>	
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>Basic clerical skills</li> <li>Effective ICT skills and 3 years' experience using ICT and relevant technology in a learning environment</li> <li>Ability to use other types of learning technology</li> <li>Can work as a member of a team understanding their role in the classroom and associated responsibilities</li> </ul>		
<b>Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Meet the National Standards for HLTAs or equivalent qualification</li> <li>Excellent numeracy and literacy skills (at least NVQ 2 Qualification)</li> <li>HSAW First Aid Certificate or equivalent</li> <li>Participated in training related to various national strategies e.g. literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>NNEB or STA (First/Primary Middle) or Specialist Degree (Middle/High)</li> </ul>	

	<ul style="list-style-type: none"> <li>• NVQ Level 2 ICT Qualification</li> <li>• Understanding of codes of practice and recent relevant education</li> <li>• Good understanding of the principles of child development and the learning process</li> </ul>		
<b>Physical, mental and emotional demands</b>	<ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training</li> </ul>		