



Northumberland Church of England Academy Trust

Job Description

JOB TITLE:	Higher Level Teaching Assistant
SCHOOL:	The Cabin at William Leech C of E Primary School
SALARY:	Band 5
RESPONSIBLE TO:	Head of School/SENDCo

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.

The Northumberland Church of England Academy Trust is looking for a nurturing, empathetic, resilient, reliable and energetic HLTA to join a committed team at The Cabin at William Leech.

The Cabin at William Leech is a new NCEA Trust flagship primary specialist support base at William Leech C of E Primary School in Lynemouth, designed specifically for early years and primary aged pupils with Social, Emotional, and Mental Health (SEMH) and Speech and Language (SLCN) needs.

These needs will overlap and interlock with other sensory, physical and learning needs, creating complex learner profiles. Our pupils all have EHCPs and will present with a range of issues such as mental health, relationships, behavioural, medical, sensory, communication, and cognitive challenges. They require bespoke and nurturing support from all the adults in their care so that they can make small steps of progress as they prepare for adulthood.

It is essential that the successful candidate is committed to providing the best opportunities to our pupils, their families and the community and can create an environment where they can be inspired and learn in a newly refurbished provision that includes facilities such as sensory rooms, outdoor learning and life skills rooms e.g. cookery.

PURPOSE OF JOB:

To work under the Head of School and class teacher, to take a lead supportive role within the class bases, to address the needs of pupils who require a nurturing and trauma informed educational provision specifically designed to meet their special education needs.

MAIN RESPONSIBILITIES:**Under the leadership of the Head of School and class teacher:****Support for Pupils**

1. Establish calm, positive and nurturing relationships with pupils, acting as a role model and responding to the needs of each individual child, and setting high expectations.
2. Demonstrate responsive and reflective trauma informed practice on a daily basis to meet the social and emotional needs of pupils and their families.
3. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
3. Develop and implement Pupil Support Plans in line with the provision outlined in the pupil's EHCP.
4. To actively promote highly inclusive practice within the class base to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Support pupils consistently, with clear boundaries, whilst recognising and responding to their individual needs with flexibility and care.
7. To have high expectations that encourages children to build independence, life and personal skills and their self-esteem and self-worth.
8. Provide warm and positive feedback to pupils in relation to progress and achievement
9. Provide appropriate levels of intervention with regard to incidents of challenging behaviour within a specialist support base.
10. To support children in integrated activities with pupils in the mainstream school, where deemed appropriate by the Head of School.

Support for the Teacher

1. Organise and manage appropriate learning environments and resources for learning
2. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against clear 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 through a variety of forms.
6. Support the teacher in the management of pupil behaviour, health and well-being.
7. Establish positive and nurturing relationships with parents and carers and participate in conversations and meetings, as directed.

Support for the Curriculum

1. Deliver learning activities to pupils, 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, proven strategies or resources

Support for the School

1. Comply with all school policies and contribute to the development of policy relating to:
 - Health and Safety
 - Equality and Diversity
 - Child Protection and Safeguarding Behaviour
 - Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of The Cabin at William Leech.
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 Head of School.
5. Attend and participate in regular meetings as requested by Head of School
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 Head of School and/or teaching staff and teaching assistants, where appropriate
3. Hold regular meetings with managed staff, where appropriate.
4. Where directed by Head of school, undertake the following activities:
 - 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.

William Leech C of E Primary school and The Cabin at William Leech are fully 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: The Cabin at William Leech		Assessment Methods
	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 • Supporting individual and small groups of children • Working with children with additional/SEND needs 	<ul style="list-style-type: none"> • Counselling and supporting children's mental health • Implementing De-escalation and Physical Intervention • Working with children at risk of suspension/exclusion • Working with children who have experienced trauma and adverse childhood experiences • Managing other employees 	
Skills & Competencies	<ul style="list-style-type: none"> • Basic clerical skills • Effective ICT skills and 3 years' experience 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 	<ul style="list-style-type: none"> • Makaton • Thrive Approach 	

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 • NVQ Level 2 ICT Qualification • Understanding of codes of practice • Good understanding of the principles of child development and the learning process • Understanding of SEND Needs 	<ul style="list-style-type: none"> • NNEB or STA (First/Primary Middle) or Specialist Degree (Middle/High) • Thrive Training 	
Physical, mental and emotional demands	<ul style="list-style-type: none"> • Positive, empathetic and nurturing outlook • Commitment to helping provide a high-quality service to children and families • Resilience and strength under challenging situations • Drive to succeed in new ventures 	<ul style="list-style-type: none"> • A sense of humour and joy 	
Other	<ul style="list-style-type: none"> • Willingness to participate in training 		