

Higher Level Teaching Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Hobart High School, Loddon, Norwich

Salary

Scale E
Starting at point 7
32.5 hours per week
39 weeks per year (Term time plus one week)

Hours of Work

8.30am – 3.30pm – Monday to Friday
1 hour for lunch

Core Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Supervise whole classes occasionally in the short term absence of the teacher by maintaining order and keeping pupils on task.

Reporting Lines

Report to the SENCO

Key Responsibilities

Support to Students

- Use curricular/learning skills and experience to support pupils and assisting with the development and implementation of IEP's (Individual Education Plans).
- Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.

- Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils.
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.

Support for the teacher

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate, and establishing an appropriate learning environment.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and Undertaking marking of students' work and accurately recording achievement/progress. Administer and assess routine tests and invigilate exams/tests.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs including the literacy and numeracy programmes, making effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- Help pupils to access learning activities through specialist support including supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.

- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- 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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings and take part in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff.
- Undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required.
- To undertake other duties and activities within the scope of the post, as required by the line manager.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.

- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A*-C including English and Maths • Good numeracy/literacy skills. • NVQ 2 or equivalent in teaching assistance or experience. • Training in the literacy/numeracy strategy. • First Aid training/training in specific medical procedures. 	
Experience	<ul style="list-style-type: none"> • Have a passion for working with young people and helping them to develop and progress. 	<ul style="list-style-type: none"> • Work within an education/social care setting.
Knowledge and Technical Skills	<ul style="list-style-type: none"> • Good understanding of children / young people's development and learning processes • An understanding that children / young people have differing needs and knowledge of inclusive practice • Full understanding of National Curriculum and other relevant learning programmes. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	<ul style="list-style-type: none"> • Knowledge of Child Protection and Health & Safety legislations and procedures
Skills and Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to relate well to students and staff • Excellent ICT and keyboard skills • Ability to prioritise effectively • High professional and personal standards in both work and conduct • Strong personal drive and willingness to get things done • Good time management • Openness to learning and change • Effective written and oral communication skills • Supportive, patient and non-judgemental 	
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other Requirements	<ul style="list-style-type: none"> • An understanding of data protection • Ability to work flexibly and outside of normal working hours if required • Full UK driving licence 	

Clarion Academy Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.