



MANOR HALL ACADEMY TRUST		
Post Title	REF	Grade
Higher Level Teaching Assistant	MHJD046	Grade 8

Statement of Purpose

- The post holder will support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities, to include addressing the needs of pupils who need particular help to overcome barriers to learning.
- This involves working in conjunction with the teacher to prepare curriculum content to work with one or more class teachers and take some classes. This would also include monitoring, assessing, recording and reporting on pupil development, progress and attainment.
- The post holder will be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher to the class or group. H/she will operate with a high level of delegated authority under an agreed system of supervision.
- Post holders employed on whole year contracts may be required to work during school holidays.
- Post holders employed on term time plus insets days only contracts, are not required to work during school holidays.

(Under the Education (Specified Work and Registration) Regulations 2003 and its accompanying guidance, each class or group for timetabled core and foundation subjects and R.E. must be assigned a qualified teacher to teach them.)

Support to Pupils

Under the direction of a qualified teacher:

- Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present) using detailed knowledge, experience, specialist skills and training.
- Provide pastoral support to pupils within the school environment.
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Develop and implement pupil's Individual Education/Behaviour/Support/Mentoring Plans and review progress.
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development on a daily basis.
- Care for pupils who are critically or terminally ill.



- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school. • Attend relevant meetings as required.1 • Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Behavioural Attributes

- Builds personal relationships with stakeholders, through regular contact and consultation.
- Coaches and empowers team members to take responsibility for ensuring customer care.
- Understands the schools' development plan and how it relates to team and individual objectives.
- Accepts, supports and quickly implements change.
- Identifies and promotes best practice and encourage the sharing of ideas.
- Proactively seek opportunities to increase job knowledge and understanding.
- Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.
- Works with others to resolve differences of opinion and resolve conflict.
- Requires minimum supervision.
- Takes responsibility for own and team actions.
- Identifies and overcomes barriers and manage risks.
- Takes quick and effective action.
- Demonstrates focused implementation of role and responsibilities.
- Builds strong team ethos where everyone feels valued.
- Provides timely, sensitive and honest feedback on performance.
- Is accountable for own development and encourages the ownership of development needs amongst team members.

AF/I

AF - Application form

I – Interview

PE – Practical Exercise

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***