

JOB DESCRIPTION



The STAR

MULTI ACADEMY TRUST

JOB TITLE: Higher Level Teaching Assistant

GRADE: Grade F (point 9-13)

RESPONSIBLE TO: Headteacher

JOB PURPOSE: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Support Learning & Development	<ul style="list-style-type: none">• Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour• Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs• Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives• Interact with pupils in ways that support the development of their ability to think and learn, and work independently• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence• Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes• Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison• Encourage and motivate pupils to promote independence and resilience and increase self-esteem• Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.• Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils• Provide supervision during breaks as required
Communication	<ul style="list-style-type: none">• Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their

	<p>support for their child's attendance, access and learning and support home to school and community links.</p> <ul style="list-style-type: none"> • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
Systems & information	<ul style="list-style-type: none"> • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence • Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings • Share information about pupils with teachers and other professionals as required
Administration/Other	<ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements • Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls • Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations • Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor • Participate in training and appraisal
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence • responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety

	<p>responsibilities as defined in the Health and Safety policy and procedure.</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR
Higher Level Teaching Assistant

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of individual children and young peoples' needs • An understanding that children/young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures
Experience	
<ul style="list-style-type: none"> • Significant experience of working with children in an education setting 	<ul style="list-style-type: none"> • Experience of delivering evidence-based interventions that accelerate learning • Experience of relevant specialism e.g./ Art/Music/Sport
Qualifications	
<ul style="list-style-type: none"> • Level 2 numeracy & literacy qualification or equivalent • HLTA status or QTS ** 	<ul style="list-style-type: none"> • Relevant NVQ level 4 or foundation degree • Appropriate first aid training (dependant on school requirements)
Occupational Skills	
<ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> • Basic ICT Skills
Personal Qualities	
<ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Ability to exercise judgement • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to Continuing Professional Development • Motivation to work with children and young people 	

<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintain discipline• An empathy for equality & diversity• The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	
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** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class.