

# INCLUSIVE | MULTI ACADEMY TRUST

## HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION

### Employment details

<b>Job Title:</b>	Higher Level Teaching Assistant (Without formal HLTA Qualification)
<b>Grade:</b>	9 to 14
<b>Reports To:</b>	Phase Leader / Headteacher
<b>Job Purpose:</b>	Working towards HLTA qualification. To complement the professional work of teachers through the delivery of programmes of teaching and learning activities for classes. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development under the overall direction and supervision of a qualified teacher. There will be an element of planned, regular cover as well as the need to provide ad hoc cover.

### Main duties and responsibilities

Plan, prepare and deliver assigned programmes of teaching and learning activities under the overall direction and supervision of a teacher to individuals, small groups and/or classes modifying and adapting activities as necessary.
Assess, record and report on development, progress and attainment.
Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
Be familiar with the Special Educational Needs (SEN) Code of Practice and support pupils accordingly.
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
Establish productive working relationships with pupils, acting as a role model and setting high expectations, supporting them consistently whilst recognising and responding to their individual needs.
Follow the school behaviour policy and manage behaviour constructively, promoting self control and independence.
Support the smooth running of the school through a flexible approach to covering teacher sickness.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in numeracy &amp; literacy (or equivalent)</li> <li>• Level 1 Safeguarding</li> <li>• Willingness to undertake CPD</li> <li>• Current DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> <li>• Experience of working as part of a team</li> <li>• Experience working with children with a diverse range of needs</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> <li>• Good understanding of the curriculum</li> <li>• Supported across age groups</li> <li>• Observed and supported good quality teaching</li> </ul>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> <li>• An understanding of how a pupil's learning develops</li> <li>• A passion for and understanding of the principles of nurture</li> <li>• Proficient with school online systems: SIMS, CPOMS</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• A flexible approach</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• Good sense of humour</li> <li>• Community facing</li> </ul>

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

<b>Higher Level Teaching Assistant:</b>	<b>Line manager:</b>	<b>Date:</b>
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