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| Trinity Academy AkroydonJob Description | | C:\Users\Betty.Kelly\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\514AE4C8.tmp |
| Job Title: | Higher Level Teaching Assistant |  |
| Job Scale: | Scale 5 (Point 12 - 17) |  |

**BASIC JOB PURPOSE**

* To complement the professional work of teachers by undertaking a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of pupils.
* To meet the specific needs of individual pupils, or a small group of pupils, as directed by teaching staff and in line with their individual needs.
* To undertake class supervision for whole classes, delivering prepared work from the agreed schemes of work, under guidance and support of the classroom teacher.
* To assess the needs of pupils and use detailed knowledge and specialist skills to deliver learning and support pupil learning.
* To liaise with all relevant staff to support pupils progress and overall development.

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| **Reporting to:** | Assistant Principal/Principal |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | To take responsibility for agreed learning activities, prepared and delivered under an agreed system of supervision. This may involve planning, preparing and research for individual pupils or groups. |
| **2** | To monitor pupils and assess, record and report pupil progress and development. This includes marking work in line with the academy’s assessment policies. |
| **3** | To establish productive working relationships with pupils, acting as a role model and setting high expectations. |
| **4** | To promote the inclusion and acceptance of all pupils in the academy, following IEP’s and IBP’s where necessary. |
| **5** | To encourage pupils to interact, work co-operatively and ensure that the academy’s behaviour for learning policies are applied in the classroom. |
| **6** | To develop an understanding of pupil tracking systems that are used across the academy to contribute using data systems so learners are informed and advised appropriately throughout their learning, particularly transition points. |
| **7** | Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. |
| **8** | To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. |
| **9** | To deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills |
| **10** | To use ICT effectively to support learning activities and develop pupils’ competence and independence in its use |

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| Other Specific Duties: |
| * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, pupils, parents and staff. * To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job Title: Higher Level Teaching Assistant** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 or more GCSEs (or equivalent) at C or better, including English and Maths * proficient use of technology, (PC, internet, MS Office packages) and understanding its use in supporting effective teaching and learning. * experience of teaching (or other relevant learning environments), covering groups or whole classes. * basic experience of planning, either for lessons or for extra-curricular activities * basic experience of assessing pupil progress and contributing to assessment processes | * experience of working with young people with SEN * deal sensitively with people and resolve conflicts * HLTA status or a commitment to achieving status within 1 year of taking post |
| **Knowledge & Understanding** | * understanding of equal opportunities issues * basic knowledge of reward strategies and understanding how these could be applied * innovative approaches to working with pupils, parents and multi-agency partners * awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment | * knowledge of the needs of SEN pupils in academic surroundings |
| **Skills & Abilities** | * ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines * ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers and staff * ability to work in a team, and collaboratively with other staff * think creatively and imaginatively to anticipate, identify and solve problems * demonstrate good judgment * readiness to accept and implement change, openness and willingness to learn and flexibility | * willingness to develop own understanding and capability through advice and training * think clearly in emergency situations * negotiate and consult fairly and effectively * ability to interpret and analyse data * achieve challenging professional goals |
| **Personal Qualities** | * an excellent record of attendance and punctuality * commitment to learning * resilience and perspective * set high standards and provide a role model for pupils and staff * seek advice and support when necessary | * reliability, integrity and stamina * respect confidentiality |