

## *Reach South Academy Trust - Job Profile & Person Specification*

<b>Position</b>	<b>HLTA (EAL and SEN) – Protective Team (Secondary)</b>
<b>Location</b>	Millbay Academy Plymouth
<b>Grade</b>	Grade E
<b>Accountable to</b>	Co-Headteacher
<b>Reporting to</b>	SENCO

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</li> <li>This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.</li> <li>To support teachers to operate at their optimum effectiveness in the delivery of the curriculum for EAL and SEN pupils so that they can achieve their full potential.</li> </ul>

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>The job involves working within recognised procedures, which leave some room for initiative.</li> <li>The work may involve responding independently to unexpected problems and situations.</li> <li>The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.</li> <li>Responsible for the management and development of a specialist area within the school</li> <li>Supervise a team of teaching assistants including the allocation and monitoring of work, carrying out appraisals and training.</li> <li>Assess the educational needs of pupils and use knowledge and skills to support pupils' learning.</li> <li>Plan teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.</li> <li>Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make use of opportunities provided by other learning activities to support the development of pupils' skills.</li> <li>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>Responsible for keeping and updating records and for the marking of pupils' work and recording achievement/progress.</li> <li>Represents teaching assistants at teaching staff/management /other appropriate meetings.</li> <li>May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office for processing.</li> <li>Lunchtime supervision included.</li> <li>Flexibility will be required to cover duties after school hours, for example, for detentions, parent meetings, etc.</li> <li>Undertake other duties appropriate to the grade of the post.</li> </ul>

<b>Additional Duties</b>
<ul style="list-style-type: none"> <li>Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards.</li> <li>Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.</li> <li>Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</li> </ul>

## *Reach South Academy Trust - Job Profile & Person Specification*

<ul style="list-style-type: none"> <li>• There will also be a requirement to concentrate for periods of up to two hours when marking pupils work and recording progress/achievement.</li> <li>• There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</li> <li>• Post holder mainly operates within classroom based conditions and there is regular background noise.</li> <li>• There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips.</li> <li>• There may be the need to deal with bodily fluids when providing personal care to pupils.</li> <li>• Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</li> </ul>
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<b>Staff Development</b>
To take part in the school's staff development programme by participating in arrangements for further training and professional development.
To continue personal development in the relevant areas including subject knowledge and teaching methods.
To engage actively in the Performance Management Review process.
To work as a member of a designated team and contribute positively to effective working relations within the school.

<b>Communications</b>
To communicate effectively with the parents of students as appropriate.
Where appropriate, to communicate and co-operate with persons or bodies outside the school.
To follow agreed policies for communications in the school.

<b>Corporate Accountabilities</b>
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.

<b>Professional</b>
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.

<b>General</b>
Contribute to the development of best practice within the service.

## *Reach South Academy Trust - Job Profile & Person Specification*

Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

### **Values, Behaviours, Curriculum Principles**

Performing your role in alignment with the Trust's values, behaviours and curriculum principles:

#### **Values**

- Inclusivity
- Promoting social mobility
- Serving local communities
- Believing in the potential of our young people
- Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development

#### **Behaviours**

- Encouraging professional freedoms within consistent boundaries
- Championing young people rather than institutions
- Collaborating rather than competing where it delivers positive impacts on learning
- Acting with the highest levels of integrity and engendering trust
- Continually developing the skills and capacities of our people and our organisation

#### **Curriculum Principles**

- Delivering high standards of education for all pupils
- Providing a broad, rich and experiential curriculum to develop rounded young people
- Providing pathways that are relevant to the needs of our young people and the wider community
- Basing our approach on verifiable research evidence where it exists
- Teaching young people how to be effective learners

## *Reach South Academy Trust - Job Profile & Person Specification*

### Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Higher Level Teaching Assistant standard or equivalent qualification or experience.	X	
Training in relevant learning strategies e.g. literacy.	X	
<b>Knowledge</b>		
Knowledge of relevant policies/codes of practice/legislation.	X	
Knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.	X	
Understanding of child development and learning processes.	X	
Understanding of statutory frameworks relating to teaching.	X	
<b>Experience</b>		
Teaching Assistant experience.	X	
<b>Skills</b>		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Numeracy/Literacy skills equivalent to NVQ Level 2 in English and Mathematics.	X	
Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT.	X	
Post holder will be required to solve varied problems arising from staff issues and from problems relating to classroom management and the care and control of pupils.	X	
Developed training skills required for supporting the pupils in the classroom and effective written and oral communication skills for liaising with the pupils, other staff, parents and outside agencies and professionals.	X	
Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students.	X	
<b>Personal Qualities / Attributes</b>		
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.	X	
Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.	X	
Undertake all duties with due regard to the Trust equalities policy and relevant legislation.	X	