

# Wymondham College Prep School

## Higher Level Teaching Assistant - Job Description

<b>Line Manager:</b>	Assistant Headteacher - Teaching & Learning
<b>Salary:</b>	Scale Point 12 – 17 of the Support Staff Salary Scale Pro-rata: £18,344 - £19,974 per annum , including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus 1 week
<b>Hours per week:</b>	30hrs (4 days) 0.8 per week

### THE POST

Wymondham College Prep School is looking to appoint an individual to be a Higher Level Teaching Assistant who is passionate about teaching and learning and building meaningful relationships with children and staff. We are a school built on kindness, providing an holistic and values led education with relationships, wellbeing and belonging standing front and centre in all we do.

Our HLTAs are hugely valued by everyone and will have the opportunity to work in a small team of people on planning and resourcing lessons. They will be supported by being provided with detailed curriculum guidance and schemes of work with accompanying plans and resources. They will have PPA and will be supported by our Assistant Headteacher – Teaching and Learning.

The school is committed to the professional development of all staff and provides a safe and supportive environment to work in. Wymondham College Prep School opened in September 2020 with two Reception classes housed in Wymondham College. In September 2021 the school moved into its new purpose-built home on the site of Wymondham College. The school is currently two form entry for Reception, Year 1, Year 2, Year 3, Year 5 and Year 6 with 334 pupils on roll. When the school is full, we will be a school of 452 pupils which includes 32 boarders across Year 5 & Year 6. On initial appointment, the successful candidate will be required to complete a six-month probationary period.

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### MAIN PURPOSE

- Work as a Teaching Assistant or Higher Level Teaching Assistant alongside Class Teachers across the school.

- As an HLTA, the role will involve planning, preparing and delivering lessons to pupils and monitoring and assessing standards of individuals.
- As a TA, give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- Promote pupils' independence, self-esteem and social inclusion.

## **PERSON SPECIFICATION**

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, empathetic, calm and professional under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent inter-personal and communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents/carers and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;
- Have a passion for working with primary aged children;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

The personal competencies expected for the role are:

- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Able to work with minimum supervision;
- Understand statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team.

The qualifications and previous experience required for the role are:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics
- Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable
- Experience delivering learning activities to groups of children
- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools or equivalent Teaching Assistant qualification desirable

## **JOB SPECIFICATION**

### **General Responsibilities**

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to teach and support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

The post-holder will be required to comply with Wymondham College Prep School's Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Teaching & Learning Responsibilities**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to teach and support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience;
- Support, or teach, a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Provide feedback to pupils in relation to progress and achievement;
- Use effective behaviour management strategies, promoting pupils' good choices, dealing promptly with conflict and incidents in line with the school's policy and procedures, encouraging pupils to take responsibility for their choices
- Support class teachers, and when teaching, maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Administer routine tests, invigilate exams, undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework;

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, recording achievement and progress and feeding back to the teacher;
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To provide practical and targeted intervention activities to support the pupils who have been identified;
- Where appropriate, to cascade information/learning plans to classroom staff in order to improve the support given to pupils and facilitate the transference/reinforcement of skills;
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Plan, resource and deliver lessons to pupils by collaborating with Class Teachers, TAs and other HLTAs.
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues, support each other's wellbeing and foster everyone's sense of belonging
- Contribute to fostering and sharing the school's vision and values, culture and ethos

- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

### **Health & Safety**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required

### **Other areas of responsibility**

#### **Safeguarding & Other Policies**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

#### **Enriched Curriculum Activities**

- Take two agreed ECAs each week, working with pupils to ensure they engage with the activity being led, developing or growing interests, skills and/or talents
- Plan and resource agreed ECAs, liaising with colleagues and the office team to ensure high quality provision

Please note, this job specification is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a TA will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## **HOURS OF WORK**

Working weeks	Term Time plus 1 week
Hours per week	30hrs per week
Normal Working Pattern	Monday – Thursday, 8:00 – 16:30 with 1 hour break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD/Inset Days	CPD/Inset Days are included in your pro-rata salary.

## **REMUNERATION**

Salary Details: point 12-17 of the Support Staff Salary Scale:

- FTE: £24,421- £28,770 per annum
- Pro-rata: £18,344 - £19,974 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post holder will be entitled to join Trust's nominated pension scheme for support staff.

## **DRESS CODE**

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.