

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Higher Level Teaching Assistant	Location	Abbeyfield School
Salary	Grade H, Point 14 – 20 (FTE £29,540 - £32,597).	Hours	37 hours per week (08:00 – 15:30 Monday-Thursday and 08:00-15:30 Friday), 39 weeks per year Permanent
Department	Support Staff	Reports To	SENDCo

JOB PURPOSE:

This role supports the professional work of teachers by taking responsibility for agreed learning activities under a structured system of supervision. It may include planning, preparing, and delivering sessions for individuals, small groups, or whole classes, as well as monitoring and assessing pupils. Operating at a level beyond the standard NVQ 3 Teaching Assistant role, the HLTA will bring enhanced expertise and experience, contributing to the development of strategies and policies while working with greater autonomy.

KEY RESPONSIBILITIES AND DUTIES:

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning and academic progress.
- Take responsibility for developing and implementing SEND support plans, EHCPs and behaviour support plans when working with children.
- Teach larger groups of pupils using plans and resources provided.
- Responsible for recording progress and achievement in lessons/activities – through following the school policy on live marking of books and feedback.
- Establish a clear framework for disciplinary matters, classroom expectations and the learning environment/resources.
- Provides clear communication to teachers and parents (where necessary) on class progress, individual concerns, and coverage of lessons.

Support for the Curriculum

- Uses the Abbeyfield School curriculum to ensure that learning is pitched at the appropriate level and that all learners are supported in meeting expectations.
- Ensure that the classroom environment and resources are prepared and set up to enable all learners to make age-related progress.

Support for the School

- Assists with the development of school policies and procedures relating to child protection, teaching and learning, behaviour for learning, and all other professional expectations.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Takes the initiative in making reasonable adaptations where necessary if this meets the needs of the children.
- Where applicable, takes responsibility for the provision of out of school learning activities within the guidelines established by the school.
- Attend and participate in relevant meetings as required.
- To maintain confidentiality at all times including implementing data protection policies.
- To contribute positively to and support the overall aims and values of the school.
- To fully support the life and work of the school.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise.
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors
- Support the promotion of good attendance.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.	• Further relevant qualifications e.g. NVQ, TA Status or equivalent qualification in childcare.
EXPERIENCE	• Experience of working with children or willingness to engage with appropriate training to develop this experience. • Experience of covering lessons	• Experience of working with children in an educational environment to support learning and development • Experience of working with secondary students in a tutoring or support capacity.
KNOWLEDGE AND UNDERSTANDING	• Ability to effectively communicate with a wide range of audiences, verbally and in writing.	• Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR.

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Ability to manage difficult and emotive situations • Ability to utilise strategies to support pupils in achieving learning goals • Ability to relate well to children and adults and establish good working relationships • Ability to respect and maintain confidentiality • Ability to use standard ICT packages including Microsoft Office • Ability to build positive relationships with colleagues • Ability to work well under pressure and manage competing deadlines	
SKILLS AND PERSONAL ATTRIBUTES	• Demonstrate caring, patience, energy, motivation, commitment and empathy • Organised, efficient, calm and enthusiastic. • Motivate, inspire and have high expectations of students. • Creative approach to problem solving. • Work calmly under pressure. • Committed to personal and professional development. • Good interpersonal skills, and the ability to enthuse and motivate others. • Ability to work as part of a team and on own initiative. • Self-motivating with the ability to multi-task	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance.	

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.