



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **HIGHER LEVEL TEACHING ASSISTANT**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To provide outstanding support to enable pupils with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.

##### **JOB SUMMARY:**

1. Assist the teacher to plan, prepare, deliver and assess learning activities for individuals and groups both in and out of school to enrich curriculum learning.
2. Provide and deliver learning activities to whole classes of pupils when the class teacher is not present. The HLTA will plan, prepare and deliver lessons and assess, mark, record and report on development, progress and attainment, under the direction of subject co-ordinators.
3. Be responsible for the management and development of a specialist area within the school (in and out of school hours).

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Support for Pupils**

- 1.1 Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- 1.2 Set and ensure high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- 1.3 Assess the needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs.
- 1.4 Develop and implement IEPs and ILPs in conjunction with the teacher.
- 1.5 Promote independence and employ strategies to recognise and reward achievement within established school procedures.
- 1.6 Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the HLTA and / or the teacher.
- 1.7 Provide feedback to pupils on their progress and achievement.
- 1.8 Work with individual pupils to set behavioural targets and to monitor these in and out of the classroom.

- 1.9 Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- 1.10 Provide intimate care to pupils including tasks associated with continence and menstrual management (where appropriate) as well as more ordinary tasks such as help with washing, toileting or dressing.

## **2 Support for Teachers**

- 2.1 Act as role model for good pupil behaviour and promoting positive values and attitude. Anticipate and manage behaviour constructively, promoting self-control, discipline and a purposeful learning environment.
- 2.2 Liaise sensitively and effectively with parents and carers, supporting their role in pupils' learning and attend meetings with parents to provide constructive feedback on pupil progress and achievement.
- 2.3 Use teaching and learning objectives to produce challenging learning outcomes and lesson plans, worksheets, plans etc. within the agreed system of supervision.
- 2.4 Deliver learning activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs. This will involve individual, group and whole class work, working independently of the class teacher.
- 2.5 Support the teacher by delivering local and national learning strategies (e.g. literacy, numeracy, KS3, early years); initiating other learning activities to support the development of pupils' skills and recording achievement, progress and feeding back to the teacher.
- 2.6 Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies, against pre-determined learning outcomes.
- 2.7 Provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence.
- 2.8 Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme.
- 2.9 Be responsible for systematic recording of pupils' progress and achievement in lessons, providing evidence of range and level of progress and achievement.
- 2.10 Be responsible for the planning, mounting and displaying of pupils' work in the classroom and at whole school level, contributing to learning outcomes.
- 2.11 Organise and manage safely, learning activities, the learning environment and resources for which responsibility has been given.
- 2.12 Select and prepare resources necessary to lead / support learning activities, taking account of pupils' interests, language and cultural backgrounds.
- 2.13 Administer and assess / mark routine primary tests and invigilate tests / examinations as required.
- 2.14 Advise on appropriate use of specialist aid, resources and equipment.

## **3 Support for the School**

- 3.1 Comply with and assist with development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.2 Contribute to the overall work and ethos of the school.

- 3.3 Work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
- 3.4 Develop appropriate multi-agency approaches to supporting pupils.
- 3.5 Attend and participate in meetings as required.
- 3.6 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others.
- 3.7 Provide appropriate guidance supervision and assist in the development and training of staff as appropriate.
- 3.8 Supervise pupils out of lesson time.
- 3.9 Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend the work carried out in the class.
- 3.10 Deliver out of school learning activities within guidelines established by the school / Trust.
- 3.11 Guide and develop the work of other adults supporting teaching and learning in the classroom.

#### **4 Other Responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

#### **5 Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	NVQ Level 3 (or equivalent) relevant to working within education.	E	✓	
2.	Qualifications relating to the role of TA in an educational setting (or evidence of working towards gaining such qualifications).	E	✓	
3.	Meet Higher Level Teaching Assistant Standards.	E	✓	
4.	First Aid qualifications.	D	✓	
5.	Evidence of continuous professional development.	E	✓	
<b>EXPERIENCE</b>				
6.	Expertise/skills in a specialist subject or area.	E	✓	✓
7.	Practical experience of working with children within an educational setting.	E	✓	✓
8.	Working knowledge of the National Curriculum.	E	✓	✓
9.	Experience of assessment within the Primary School.	E	✓	✓
10.	Experience of supporting children within a school context.	E	✓	✓
11.	Experience of dealing with parents of pupils within a school setting.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
12.	Ability to work one to one, in small groups and with whole classes.	E	✓	✓
13.	Ability to contribute effectively to teachers' planning and preparation of lessons.	E	✓	✓
14.	Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.	E	✓	✓
16.	Ability to support teachers in evaluating pupils' progress through a range of assessment activities.	E	✓	✓
17.	Ability to monitor pupils' responses to learning and modify approach accordingly.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
18.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
23.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
24.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓