

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Higher Level Teaching Assistant	<b>Location</b>	Wroughton Academies
<b>Salary</b>	Band F12 (£28,598)	<b>Hours</b>	22.5 hours, 38 weeks
<b>Department</b>	Support Staff	<b>Reports To</b>	Deputy Headteacher

## 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.
- Teacher 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 environments/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 Wroughton 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.
- 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 guidelines established by the school.

## JOB REQUIREMENTS:

	Essential	Desirable
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<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths, minimum Grade 3 or equivalent.</li> <li>• NVQ Level 3 in working as a Teaching Assistant or equivalent.</li> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>• Can work at NVQ Level 4 overall.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at recent relevant course.</li> <li>• Training/knowledge in the International Primary Curriculum.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in working with young people.</li> <li>• Experience of covering whole class lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting in Key Stage 1 and/or Key Stage 2.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of the National Curriculum across both key stages, including the teaching of reading.</li> <li>• Working knowledge and experience of implementing National Curriculum and other relevant learning programmes.</li> <li>• Good understanding of child development and learning processes – including behaviour management techniques.</li> <li>• Understanding of statutory frameworks relating to teaching.</li> <li>• Constantly improving own practice through self-evaluations and learning from others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to monitor pupils' responses to learning and provide detailed and regular feedback on pupil's achievement/progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of strategies to improve school attendance.</li> <li>• Sound understanding of behaviour management.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Confident and efficient in managing classes and behaviour.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Focused on ensuring all children make progress.</li> <li>• Ability to relate to young people and adults in an empathetic manner.</li> <li>• Demonstrable experience of building effective relationships.</li> <li>• Demonstrates resilience, motivation, and commitment to driving up standards of work and achieving excellence.</li> <li>• Ability to respond swiftly and effectively to the unexpected.</li> <li>• Excellent communication skills, both orally and in writing, e.g. letters and reports.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	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.**