

Job Description

Job title:	Higher Level Teaching Assistant	Contract Type:	Permanent Term Time
Responsible To:	Assistant Headteacher	Grade & Spine Point:	Scale 5 (£34,359 - £35,892) Actual (£29,816 - £31,147)
Location:	Cyril Jackson Primary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

1. To provide higher level support for pupils, the teacher and the school in order to raise standards of achievements for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
2. Under the direction and supervision of the class teacher, to work with whole classes, smaller groups and individuals, carrying out 'specified work' as outlined in regulations and guidance under Section 133 of the Education Act 2003.
3. To provide effective support to less experienced colleagues.

MAJOR DUTIES AND RESPONSIBILITIES

1. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.

2. To help pupils to access the full curriculum, at the same time promoting independent learning.
3. To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help maintain individual and group records.
4. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
5. To help prepare and maintain a purposeful, orderly and supportive environment for learning.
6. To provide care with regard to the physical welfare of pupils.
7. To draw on specialist skills and knowledge to respond effectively to pupils with additional educational needs.
8. To contribute to the induction programme for newly appointed teaching assistants and provide mentoring support to trainees on work placements.

JOB ACTIVITIES RELEVANT TO ALL TEACHING ASSISTANTS

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENDCO.
2. To support the organization of the learning environment, including the production, maintenance and storage of resources.
3. To meet regularly with the class teacher /SENDCO during contracted hours to discuss pupils progress and to plan and review support.

OTHER DUTIES AND RESPONSIBILITIES

1. To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
2. To undertake other reasonable duties commensurate with the grade of the post

PROFESSIONAL CHARACTERISTICS

- Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
 - Inspiring trust and confidence,
 - Building team commitment,
 - Engaging and motivating pupils and staff,
 - Analytical thinking

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

OTHER DUTIES AND RESPONSIBILITIES

1. To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
2. To undertake other reasonable duties commensurate with the grade of the post
3. To undertake training as required for the role

JOB DESCRIPTION AGREEMENT

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)

Person Specification

Resources and Induction Administrator

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> GCSE Math and English A to C or equivalent 	✓	
<ul style="list-style-type: none"> Recognised qualification at NVQ Level 3 (or equivalent). 	✓	

Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes without the assigned teacher being present for short periods of time. 	✓	
<ul style="list-style-type: none"> The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence. 	✓	
<ul style="list-style-type: none"> To have a range of strategies to establish a purposeful learning environment and promote good behavior. 	✓	
<ul style="list-style-type: none"> The ability to adapt to differing environments within the school and to the needs of different children. 	✓	
<ul style="list-style-type: none"> A sympathetic approach to parents and an understanding of the need for confidentiality. 	✓	
<ul style="list-style-type: none"> An understanding of and commitment to inclusive education. 	✓	
<ul style="list-style-type: none"> The ability to work as part of a team. 	✓	
<ul style="list-style-type: none"> The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff. 	✓	
<ul style="list-style-type: none"> The ability to accept guidance and direction from teachers. 	✓	
<ul style="list-style-type: none"> A willingness to undertake paid training in normal contractual hours to develop job-related skills 	✓	