



Star

## **STAR ACADEMIES**

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

### **COMPUTING AND CREATIVE ARTS 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.

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

###### **1. Strategic Direction and Development of the School**

- 1.1 Provide inspiring and purposeful leadership for the students within a caring and secure Islamic environment.
- 1.2 Work in partnership with the Principal, Senior Leadership Team, Local Governing Body, Trust, staff, students and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.3 Work within the overall aims and objectives of the school.
- 1.4 Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.
- 1.5 Liaise as required with a range of educational partners, internal and external, to underpin the raising of student attainment.
- 1.6 Support the school's home and community liaison work through the appropriate participation in events.

###### **2. Learning and Teaching & Attainment**

- 2.1 Support the Director of Learning for the faculty, through effective management of attainment at all stages.
- 2.2 Create and maintain an environment and a code of behaviour that promotes and secures good teaching, effective learning and high standards of achievement.
- 2.3 Support teachers to plan and deliver lessons in which students of all abilities are supported and challenged to make excellent progress. In particular, support the safe and efficient delivery of Design and Technology lessons such as Food, Resistant Materials and Textiles.

- 2.4 Mark classwork and formal assessments regularly to provide timely and accurate feedback to learners and inform future lessons and intervention provision.
- 2.5 Undertake withdrawal work with less able learners, under the guidance of the teacher.
- 2.6 Deliver lunchtime and after-school intervention, including pre-exam sessions, as and when required to ensure the highest levels of achievement and attainment.
- 2.7 Support the administration of learning across the faculty, including reprographics, maintaining displays, organising rewards, processing purchase orders and communicating with colleagues across school.
- 2.8 Deliver subject enrichment activities for learners to consolidate and promote learning in the subject, including supporting trips, whole school events and faculty clubs.
- 2.9 Observe and be observed by colleagues and utilise feedback effectively.
- 2.10 Make effective use of links with the community including business and industry, to extend the curriculum and enhance learning and teaching.
- 2.11 Create and maintain an effective partnership with parents to support and improve student and community achievement and personal development.

### **3. Relationships with Others**

- 3.1 Participate in the Performance Management Cycle and INSETs.
- 3.2 Participate in the induction of new staff into the school community.
- 3.3 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Trust and ensure all communication is consistent with the school's ethos.

### **4. Accountability**

- 4.1. Make best use of all resources to support the attainment of students.
- 4.2. Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- 4.3. Carry out any such duties as may be reasonably required by the Principal.

### **5. Other Responsibilities**

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

### **6. Records Management**

- 6.1. 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'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	GCSE in English and Maths at grades A*-B (Grades 9-6).	E	✓	
2.	A Level (or equivalent) qualification in a Design and Technology, IT or Science-related subject at grades A-C.	E	✓	
3.	Working towards, or aiming to complete, a degree qualification.	D	✓	
4.	Evidence of Continuous Professional Development.	E	✓	✓
EXPERIENCE				
5.	Working in a school, sixth form or college setting.	E	✓	✓
6.	Delivering support and/or intervention programmes.	E	✓	✓
7.	Leading learning for small groups of learners.	E	✓	✓
8.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
9.	Partnership and team working.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to teach at KS3 level (under guidance from a teacher).	E	✓	✓
11.	Ability to deliver effective learning support, within the classroom and as part of small-group withdrawal – particularly in Food, Resistant Materials and Textiles lessons.	E	✓	✓
12.	Ability to deliver the highest standards of classroom and behaviour management.	E	✓	✓
13.	Knowledge of the latest curricula, specifications and assessment criteria in main subject area (particularly Design and Technology subjects such as Food, Resistant Materials and Textiles).	E	✓	✓
14.	Ability to prioritise conflicting demands.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
15.	Ability to set clearly articulated targets, to track progress and adopt strategies towards achieving them.	E	✓	✓
16.	Ability to use ICT and technology to deliver engaging learning and monitor student progress effectively.	E	✓	✓
17.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	E	✓	✓
18.	Ability to provide pastoral and academic tutorial support to young people in a form group setting.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners.	E	✓	✓
20.	Commitment to delivering enrichment and after-school clubs in the subject to enthuse learners.	E	✓	✓
21.	Highly organised, literate and articulate.	E	✓	✓
22.	A passionate belief in the school's mission statement.	E	✓	✓
23.	A strong belief in the value of education in developing citizens.	E	✓	✓
24.	Highest levels of professional and personal integrity.	E	✓	✓
25.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
26.	Personal resilience, persistence and perseverance.	E	✓	✓
27.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
28.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
33.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
34.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓