

GHOST HILL INFANT & NURSERY SCHOOL

JOB DESCRIPTION HIGHER LEVEL TEACHING ASSISTANT (HLTA)

Line Managers job title:	Headteacher
Salary:	Points 12-17 of the Support Staff Scale FTE £28,598– £31,022 per annum Pro rata £12,961- £ 14,321 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 1 Week
Hours per week:	19 hours 30 minutes a week 3 days a week 08.30-15.30

THE POST

Ghost Hill Infant & Nursery School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a HLTA.

The Higher Level Teaching Assistant will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities and monitoring / assessing individuals / groups / whole classes.

This role will also encompass covering classes for PPA time from Nursery to Year 2, as well as class cover for the Assistant Headteacher.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

The schools are committed to the professional development of all staff and provide a safe and supporting environment to work in.

Headteacher: Mrs Rebecca Westall (BA QTS HON NPQH)

Ghost Hill Infant and Nursery School
 Eastfield, Taverham, Norwich, NR8 6PJ
 01603 860334 | office@ghosthill.set.education

A proud member of the Sapientia Education Trust



PERSON SPECIFICATION

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected for the role are:

- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Able to work with minimum supervision and to use initiative
- Understand statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team

The qualifications and previous experience required for the role are:

- Ideally a HLTA qualification or be working towards one
- A good level of literacy and numeracy is essential
- Experience of being a Teaching Assistant and/or an HLTA
- Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable

JOB SPECIFICATION

General Responsibilities

The **Higher Level Teaching Assistant** is responsible for the instruction & guidance of teaching or other senior staff and within the overall ethos of the school, undertaking learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, and enabling access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Headteacher: Mrs Rebecca Westall (BA QTS HON NPQH)

Ghost Hill Infant and Nursery School
Eastfield, Taverham, Norwich, NR8 6PJ
01603 860334 | office@ghosthill.set.education

A proud member of the Sapientia Education Trust



The post-holder will be required to comply with the Ghost Hill Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Higher Level Teaching Assistant

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience;
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents;
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- Assist with the planning of learning activities;
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work;
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, and problems;
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour;
- Administer routine tests, invigilate exams, undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework;

Headteacher: Mrs Rebecca Westall (BA QTS HON NPQH)

Ghost Hill Infant and Nursery School
Eastfield, Taverham, Norwich, NR8 6PJ
01603 860334 | office@ghosthill.set.education

A proud member of the Sapientia Education Trust



- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

HOURS OF WORK

Working weeks	Term Time plus one week (39 weeks)
Hours per week	19 hours, 30 minutes
Working Day	Days are negotiable but ideally including a Tuesday 8.30-3.30pm
Unpaid Breaks	30 minutes per day
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD/Inset Days	CPD/Inset Days are included in your pro-rata salary.
Overtime	Additional hours may be worked by mutual agreement with the Headteacher and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Points 12 – 17 of the SET Support Staff Salary Scale
- **FTE** £28,598– £31,022 per annum
- **Pro-rata** £12,961- £ 14,321 per annum

Headteacher: Mrs Rebecca Westall (BA QTS HON NPQH)

Ghost Hill Infant and Nursery School
 Eastfield, Taverham, Norwich, NR8 6PJ
 01603 860334 | office@ghosthill.set.education

A proud member of the Sapientia Education Trust



New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22.20%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

DRESS CODE

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.

Headteacher: Mrs Rebecca Westall (BA QTS HON NPQH)

Ghost Hill Infant and Nursery School
Eastfield, Taverham, Norwich, NR8 6PJ
01603 860334 | office@ghosthill.set.education

A proud member of the Sapientia Education Trust

