



## Higher Level Teaching Assistant Heatherlands Primary School

Grade 5, SCP 10-15 (£11.05 - £12.20 per hour)

Actual Salary £14,674 - £16,202 per annum

30 hrs term-time only including insets (39 weeks)

8.45am – 3.15pm

Starting September 2021 asap

Fixed term, initially until 31<sup>st</sup> August 2022

### *Enjoying Learning Together....*

Heatherland's Primary School is one of the largest schools within the Coastal Learning Partnership. We are seeking to appoint a Higher Level Teaching Assistant – our team is strong and experienced and our curriculum is innovative. The successful candidate will be a dedicated, talented and energetic individual with the ability to support the learning of all pupils.

The successful candidate will:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs
- Motivate, encourage and support pupils general and specific learning needs

We welcome applications from candidates who have experience, skills, enthusiasm and commitment. Heatherlands Primary is a full, popular & successful school rated 'good' at last inspection. With a broad and varied curriculum, active community engagement and forest school provision this school really does focus on providing a wide range of opportunities to its children so that they are confident, compassionate, respectful and resilient – and well prepared for their future education and lives.

For more information about the role please contact Deputy Headteacher, Kate Lloyd-Christie on 01202 743918, or visit our school website [www.heatherlands.poole.sch.uk](http://www.heatherlands.poole.sch.uk)

**Internal candidates (current CLP employees):** To apply please submit a written expression of interest demonstrating your suitability for the role, and a CV with two referees, to [recruitment@coastalpartnership.co.uk](mailto:recruitment@coastalpartnership.co.uk)

**External candidates:** Please apply via the BCP website or send a completed application form to [recruitment@coastalpartnership.co.uk](mailto:recruitment@coastalpartnership.co.uk)

**Please note that CVs are not accepted from external candidates.**

**Closing Date:** Friday 17<sup>th</sup> September 2021

**Interviews:** Tuesday 21<sup>st</sup> September 2021

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references.*

## Job Description **Higher Level Teaching Assistant**

Start Date:	September 2021
Responsible to:	Deputy Headteacher / SENCO
Location:	Heatherlands Primary School
Grade:	Grade 5, SCP 10-15 (£11.05 - £12.20 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

- To complement the professional work of teachers by taking responsibility for agreed learning activities / curriculum area under an agreed system of supervision directed by a qualified teacher; this will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils whilst assessing, recording and reporting on their progress and attainment. This could include distance learning.
- Responsible for the management and development of a specialist area within the school.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relations with all pupils giving appropriate comfort and care as directed.

### Safeguarding

- Provide a safe environment in which children can learn and recognise that the safeguarding of children and the health and safety of all members of the school community is the responsibility of every employee;
- Provide pastoral care and support to children, including providing them with a secure environment in which to learn;
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.
- Be familiar with and strictly follow the School's Child Protection procedures and policies.

### Main Duties & Responsibilities

- Assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans. Assess the needs of the pupils using detailed knowledge and specialist skills to support their learning.
- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – reporting all concerns to the appropriate person.
- Support pupils consistently whilst recognising and responding to their individual needs.

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Manage record keeping systems and processes. Provide objective and accurate feedback and reports as required to other staff on pupil achievement, progress and other matters ensuring the availability and of appropriate evidence.
- Take a lead role in the development, implementation and co-ordination of appropriate behaviour management strategies.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations. To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Contribute to the identification and execution of appropriate out of school learning activities that consolidate and extend the work carried out in class. Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Take a lead in the provision of support for pupils with special needs. Manage the supervision of pupils excluded from, or otherwise not working too, a normal timetable.
- Arrange and develop one to one mentoring arrangements with pupils and provide supports for distressed pupils.
- Take a lead role in managing and delivering pastoral support to pupils. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development. Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Take a lead role in the development, implantation and monitoring of systems relating to attendance and integration e.g. Registration, truancy, pastoral systems etc.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement.
- Liaise between managers/ teaching staff and teaching assistants. Represent teaching assistants at appropriate meetings.
- Undertake induction, training and mentoring for other teaching assistants as requested by the head teacher.
- Establish constructive relationships with parents/carers, exchanging information, facilitating support for their child's attendance, access and learning and supporting home to school and community links. Establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to supports the progress of pupils.
- Ensure that the Safeguarding Policy of the Trust is supported and followed.

#### Supervisory / Managerial Responsibility

- Non applicable

#### **Communication / Contacts**

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The Deputy Headteacher/SENCO will arrange meetings, as needed, or as requested by the HLTAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

## Person Specification

## Higher Level Teaching Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>Child care qualification (CACHE level 2, NVQ level 2)</li> <li>Educated to GCSE level in Maths &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>HLTA qualification (or working towards one)</li> <li>Up to date Safeguarding training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children in primary schools</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of Safeguarding issues and procedures</li> <li>Good numeracy and literacy skills</li> <li>Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of national curriculum and other relevant learning programmes</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Ability to work with and control children showing care and understanding</li> <li>Ability to work with individuals and small groups of children</li> <li>Ability to be confidential</li> <li>Ability to control and motivate &amp; inspire class of children</li> <li>Ability to support children through the school's behavior policy</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>Practical Skills</li> </ul>
Qualities & Attitudes	<ul style="list-style-type: none"> <li>Willing to undertake training as required</li> </ul>	
Other	<ul style="list-style-type: none"> <li>Committed to Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> </ul>

Whilst originally based at Heatherlands Primary School, the post holder will be required to travel to other local sites, including other CLP schools.