

Higher Level Teaching Assistant

NJC Pay Range	Band G
Responsible For:	Teaching Assistant Team
Responsible To:	Phrase Leader/Principal

Main Purpose of the Post

- To work in the academy to provide and deliver learning activities to whole classes of pupils when the class teacher is not present. Including planning, preparing and delivering lessons and assess, record and report on development, progress and attainment, under the direction of subject co-ordinators.
- To be responsible for the management of other teaching assistants including allocation and monitoring of work, appraisal and training, where appropriate.
- To work with individuals and groups of vulnerable young people, building their confidence and self-esteem through the design and delivery of high quality structured programmes.

Key Areas of Responsibility

Delivering Teaching and Learning

- Use specialist (curricular/learning) skills, training and experience to support pupils and deliver high quality learning experiences.
- To work in partnership with class teachers to deliver learning activities to whole classes in the absence of the teacher, during the teacher's PPA time or when providing cover as required.
- To take responsibility for planning high quality lessons and sequences of lessons within the academy's long-term planning framework
- To plan and lead the delivery of high-quality learning activities within specific areas of the curriculum, as agreed with the class teacher, selecting and preparing appropriate resources to lead learning activities.
- To use own initiative to assess and evaluate pupils' needs within the academy's agreed assessment framework, evaluating and adjusting work plans as appropriate to meet student's needs.
- To apply the academy behaviour system consistently and fairly, ensuring strategies are effectively implemented and learning not disrupted.
- Establish productive working relationships with students, acting as a role model, setting high expectations and promoting inclusion.
- Support pupils consistently whilst recognising and responding to their individual needs, engaging all pupils in activities and ensuring pupils interact and learn cooperatively with others.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Work with class teachers and teaching assistants to ensure continuity of provision and secure an appropriate learning environment.

- Provide objective and accurate feedback and reports, as required, to class teachers, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the class teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement and progress.
- Liaise sensitively and effectively with Parents/Carers as within your role/responsibility and participate in feedback sessions/meetings with Parents/Carers.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Assist with the development and implementation of individual Education Plans.
- To organise and lead academy visits and other activities outside of the classroom under an agreed system of supervision.

Support for the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims of the school.
- Establish constructive relationships and work in partnership with other agencies/ professionals, in liaison with the class teacher and SLT, to support achievement and progress of pupils.
- Contribute to the Academy Development Plan by taking responsibility for specific areas of work or development that are appropriate to the HLTAs' skills, knowledge and experience as identified by the Senior Leadership Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required, providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Undertake planned supervision of pupils' out of school hours learning activities, leading and/or supervising pupils on visits, trips and out of school activities as required.
- To make appropriate use of ICT and adhere to policies relating to it, within the Trust framework
- Use excellent communication skills in leading and developing the academy's TA team, supporting the SLT by providing training, supervision and line management support as appropriate.
- To contribute to the overall ethos, work and aims of the academy and Trust, upholding and promoting Trust values and behaviours.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To access any training, including outside normal working hours, in order to successfully fulfil the role.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post, including, on occasion working beyond normal working hours.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.

- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.