

## JOB DESCRIPTION

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST TITLE:</b>     | Higher Level Teaching Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>JOB FAMILY:</b>     | Educational Support                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>GRADE / BAND:</b>   | Grade F (SP 12-17)                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>RESPONSIBLE TO:</b> | Deputy Principal / Principal                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DIRECT REPORTS:</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>WORK PROFILE:</b>   | Part time, Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ROLE PURPOSE:</b>   | <p>To complement the professional work of the teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing or short term for whole classes under an agreed system of supervision.</p> <p>To run intervention support for specified individuals/groups of students.</p> |

## MAIN DUTIES AND RESPONSIBILITIES

### Main Accountabilities

- To work as a Teaching Assistant but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative.

### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.

### Support for Teachers

- Take responsibility for organising and managing appropriate learning environments and responses.
- Responsible for recording progress and achievement in lessons
- Establish a clear framework for disciplinary matters.
- Leads meetings with parents to give constructive feedback on pupil progress/achievement.

### Support for the Curriculum

- Uses ICT effectively for learning activities and developing pupils' competence and independence in its use. Able to select and prepare the necessary resources to teach learning activities.
- Takes responsibility for advising on the appropriate deployment and use of specialist aids/resources and equipment.

### Support for the Academy

- Assists with the development of policies and procedures for child protection, health and safety and security, confidentiality and data protection.
- Takes the initiative in developing multi-agency approaches to supporting pupils.
- Takes responsibility for the provision of out of school learning activities within the guidelines set down by the Academy.
- To undertake other activities and duties deemed suitable by the Principal.

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with their employment. It may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

The Eastern Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## PERSON SPECIFICATION

| Description                                                                                    | Essential / Desirable (E/D) | Evidence method |
|------------------------------------------------------------------------------------------------|-----------------------------|-----------------|
| <b>Qualifications/Education</b>                                                                |                             |                 |
| Level 2 qualification in English and Maths                                                     | E                           | A               |
| Level 3 qualification in English and Maths (A Level), or equivalent                            | D                           | A               |
| HLTA qualification or equivalent                                                               | E                           | A               |
| <b>Experience</b>                                                                              |                             |                 |
| Proven experience of working in an educational setting                                         | D                           | A               |
| Good ICT Skills                                                                                | D                           | A               |
| Ability to work with small groups or whole classes                                             | E                           | A               |
| <b>Knowledge</b>                                                                               |                             |                 |
| Understanding of, and ability to comply with the requirements of safeguarding/Child Protection | E                           | I               |
| <b>Skills/Abilities</b>                                                                        |                             |                 |
| Good communication skills                                                                      | E                           | I               |
| Ability to work as part of a team                                                              | E                           | I/T             |
| Calm, Patient with a good sense of humour                                                      | E                           | I/T             |
| Ability to promote and safeguard the welfare of students                                       | E                           | I               |
| Organisational skills                                                                          | E                           | I               |
| <b>Other</b>                                                                                   |                             |                 |
| Full driving licence/ability to travel                                                         | D                           | I/T             |
| Ability to work flexibly outside normal hours if necessary                                     | D                           | I               |

## GENERAL OBLIGATIONS

- Promoting and complying with EMAT's policies holistically including (but not limited to) Safeguarding, GDPR, Code of Conduct and Health and Safety both in the delivery of services and the treatment of others.
- Complying with and promoting equality legislation to advocate inclusion, diversity and equality. Taking steps to eliminate unlawful discrimination and behaviour, to advance equality of opportunity and foster good relations.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff to maintain data quality and security. Therefore, when inputting, updating and using EMAT information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on EMAT's website.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Trust policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

## MODELLING OUR VALUES AND STRENGTHENING OUR CULTURE

Our vision is to ensure that all of our children and young people are prepared to learn for life by equipping them with the skills, experiences, and a high-quality education, empowering and motivating them to achieve their full potential now and in the future. This is underpinned by our aim to be the Educator and Employer of choice across all areas that we serve through our values of Empower, Motivate, Aspire and Transform

We model our values day to day to create an environment where all successful People within EMAT demonstrate the attributes, behaviours and outcomes that are needed in order to achieve the Trusts vision. Our actions are consistent with the seven principles of public life.

For our pupils, by ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.

For our People, by ensuring that at all levels of the organisation, without exception, we are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our behaviours will be embedded in leadership and development training, recruitment and selection, promotion, development programmes and appraisal/PDR.

### Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, achievement and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity
6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity

9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of need

## NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be reviewed periodically through Job Evaluation and Professional Development Reviews (PDR), in conjunction with the workforce Establishment, organisational Structures and Organisational Design (OD).

Reasonable adjustments, Flexible Working and Equality considerations are in line with the Equality Act 2010.

Key:

|      |                                                            |
|------|------------------------------------------------------------|
| AF/E | Eligibility (this will be checked by the recruitment team) |
| AF   | Application Form                                           |
| C    | Certificate                                                |
| T    | Test                                                       |
| I    | Interview                                                  |

Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage AF/E, may not be considered for short-listing.

Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application stage (AF), may not be shortlisted.

All essential criteria above will also be discussed within EMATs – Professional Development Review (PDR) meetings.

The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in Professional Development Review (PDR) meetings.

A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to disability related absence/maternity related absence in line with current guidelines and equality legislation.

As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment in relation to the cultural expectations.

For more information on our cultural ethos please visit our website: <https://www.eastern-mat.co.uk/>