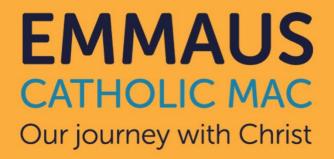


# Higher Level Teaching Assistant Level 4 Job Description & Person Specification





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

**Grade:** Emmaus Catholic MAC Pay Scales

Grade 6 (SCP 12-17)

£27,711.00 to £30,060.00 per annum FTE (term time only pro-rata)

**Line Manager**: Assistant Vice Principal

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Level 4 staff work under an agreed system of guidance and management with a greater degree of autonomy. They complement the professional work of teachers by taking responsibility for agreed learning activities.

### **Key Features:**

- To undertake PPA and Management time cover;
- To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children;
- To be responsible for the management and development of a specialist area within the school and/ or line management responsibility for other classroom support staff.

## **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work 32.5 hours per week 8.30am – 3.30pm, 5 days per week, term time only plus 5 training days per year.

# **ADDITIONAL DUTIES AND RESPONSIBILITIES**

# **Support for Pupils**

- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.

# Support for Teacher/School

- Provide cover for the whole class in the event of short-term teacher absences,
   PPA time and Management time.
- Organise and manage sessions with groups of pupils in planned educational settings.
- Monitor and assess individuals and groups of pupils in planned educational setting.



- Deliver learning activities for individuals, groups or whole classes.
- Record progress and achievement systematically and provide systematically and provide evidence of range and level of progress.
- Develop and implement IEP's.
- Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Use ICT to support learning activities and develop pupil's competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aids/resources/equipment
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
   reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar

on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



# Person Specification for Higher Level Teaching Assistant

Task	Essential	Desirable
Qualifications and Training		
HLTA Status	✓	
G.C.S.E's 4 and above in Maths &		
English	✓	
NVQ Level 3 Certificate in		
Supporting Teaching and Learning	✓	
in Schools, or equivalent		
qualification in Childcare and		
Education.		
Very good numeracy and literacy		
skills.	✓	
Training and accreditation in	<b>✓</b>	
relevant "specialist" areas beneficial	<b>v</b>	
to the school. E.g. a particular		
curriculum area or learning area e.g.		
science, maths, bi-lingual, SEN, behaviour.		
Knowledge and Experience		
Demonstrable experience of working		
with or caring with children of a	<b>√</b>	
relevant age.		
Full working knowledge of School		
policies and procedures relating to	✓	
health and safety, behaviour,		
attendance, equal opportunities and		
child protection.		
Working knowledge of		
national/foundation stage curriculum	✓	
and other basic learning		
programmes/strategies.		
Understanding of the principles of		
child development and learning	<b>✓</b>	
processes.		
Experience of supporting teaching		
staff in the development and	•	
education of pupils, including the provision of specialist skills and		
knowledge.		
Understanding of statutory		/ /
frameworks relating to teaching	✓	
Practical Skills		

Works effectively with a broad range of stakeholders and partners.  Relevant knowledge of first aid.  Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard.  Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.  Committed to safeguarding and welfare of all pupils  ✓	Listens well and communicates clearly and fluently with colleagues on a wide level.	<b>√</b>	
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learning.  Committed to safeguarding and			
Committed to safeguarding and			
welfare of all pupils ✓	, , ,		
	· · ·	✓	
Personal Qualities and Attributes			
Reliable   V			
Trustworthy		✓	
Courteous ✓		✓	
A Knowledge of Equality & Diversity			
issues. ✓		✓	
Motivation to continually improve	· ·		
standards and achieve excellence ✓		✓	
Genuine passion and belief in the	-		
potential of every student	-	✓	
Able to work constructively as part of			
a team with an understanding of ✓		<b>✓</b>	
classroom roles and responsibilities	•		
and own position within these.	-		
Ability to organise, lead and motivate	, , , , , , , , , , , , , , , , , , , ,		
a team. ✓	a team.	<b>√</b>	
Ability to relate well to children and ✓	Ability to relate well to children and	<b>√</b>	
adults.	,		

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.