

**Pioneer Educational Trust**  
**Job description: Higher Level Teaching Assistant**

**Overall Purpose:**

The overall responsibility of the Higher Level Teaching Assistant is to complement the work of the SENDCo, Assistant SENDCo and teachers by taking responsibility for agreed learning activities under an agreed system of supervision. The postholder will also assist with the promotion of all pupils (including those with learning difficulties and disabilities) by working closely with classroom teachers and other professionals to provide tailored support and assistance to pupils. The postholder will also promote inclusion, facilitate learning, and foster independence among our pupils with additional needs. The postholder will provide support for pupils including delivering early and effective intervention, collaborating with class teachers and maintaining high standards of learning and achievement for all learners. The postholder will contribute to the overall ethos, work and aims of the Trust.

**Key information:**

School:	Trevelyan Middle School
Working with:	Learners, SENDCo, Assistant SENDCo, teachers
Line Managed by:	SENDCo
Working pattern:	Monday – Friday: 8am – 4pm; 30-minute lunch break (unpaid); some degree of flexibility will be required Term-time only (38 weeks) plus 2 INSET days
Salary:	SO1
Notice period:	8 weeks

**Key Responsibilities:**

- Assist in the positive behaviour management requirements in the classroom, the resource base and around the school;
- Monitor pupils and assess, record and report on pupil achievement, progress and development as agreed with the teacher/resource base lead;
- Plan, prepare and deliver learning activities for individuals/groups or for whole class;
- Plan and deliver interventions under the guidance of the SENCO; this could include literacy, emotional literacy, speech and language, for example;
- Where directed, lead on soft starts before school;
- Where directed, lead on supervised lunch breaks for SEND or most vulnerable learners;
- Where directed, lead on clubs such as homework clubs;
- Cover and deliver learning activities, for short term absence for whole classes;
- Be responsible for the management and development of a specialist area of expertise within the school for example, this could potentially be around the use of Makaton, Assistive Technology;
- Be responsible for the line management of Teaching Assistants, including appraisals;
- Be responsible for the creation of the Teaching Assistant timetable;
- Direct the work, where relevant, of other adults in supporting learning;
- Where relevant, under an agreed system of supervision, take a lead role within the Learning Resource Base to address the needs of learners who need particular help to overcome barriers to learning.

**General responsibilities:**

- Establish and maintain respectful, trusting, supporting and constructive relationships with all pupils, parents/carers, colleagues and other professionals;
- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters;
- Assist with changing and personal care as per the Intimate Care Policy;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;

- Establish productive working relationships with pupils, acting as a role model and setting high expectations;
- Assist the teacher/resource base lead with the development and implementation of personalised provision such as Individual Education/Behaviour/Support/Mentoring Plans, taking account of diversity;
- Support pupils consistently while recognising and responding to their individual needs;
- Encourage pupils to interact and work cooperatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward achievement of self-reliance;
- Take a lead role in managing and delivering pastoral support to pupils within the resource base;
- Manage the supervision of pupils who may be working on an individual timetable / part timetable;
- Maintain accurate records of student progress, interventions, and any incidents or observations, ensuring confidentiality and compliance with data protection regulations;
- Maintain accurate pupil passport records;
- Support with break and lunchtime supervision to ensure pupil wellbeing and safeguarding;
- Undertake comprehensive assessments of pupils to determine those in need of particular help;
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed students;
- Take a lead role in supporting transition (into the school, from the learning resource base into mainstream);
- Take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent;
- Provide information and advice to enable pupils to make choices about their own learning and behaviour;
- Challenge and motivate pupils through clearly structured activities and promote and reinforce self-esteem;
- In collaboration with the SEND team, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate;
- Organise and manage appropriate learning environment and resources;
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives;
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence;
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence;
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc;
- Recognise and respect the contribution that parents and carers can make to the development and wellbeing of pupils;
- Administer and assess/mark tests;
- Produce lesson plans, worksheets etc as agreed with the teacher/resource base leader;
- Support pupils' access to learning using appropriate strategies, resources;
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate;
- Monitor and evaluate pupils' responses and progress against EHCPs through observation and planned recording as part of the graduated approach;
- Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Manage record keeping systems and processes;
- Take a lead role in the implementation of appropriate behaviour management strategies within a resource base, if applicable;

- Take a lead role in the implementation and monitoring of systems relating to attendance and integration in line with school policies;
- Provide administrative support e.g. produce worksheets for agreed activities, the compilation, analysis and reporting on attendance;
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs;
- Deliver local and national learning strategies e.g. literacy, numeracy, early years, KS1/2 tasks and make effective use of opportunities provided by other learning activities to support the development of students' skills;
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds;
- Advise on the need for, and prepare and use specialist equipment, plans and resources to support students where necessary;
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for individuals and small groups of pupils to broaden and enrich their learning;
- Establish constructive relationships and communicate effectively and sensitively with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students;
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students;
- Contribute to the identification and execution of appropriate out-of-school learning activities / trips which consolidate and extend work carried out in class. This will involve supporting the development of accurate risk assessments;
- Assist with the supervision of pupils out of lesson times, including before & after school, break time(s) and at lunchtimes according to the published rotas;
- Respond to and support with first aid when required for staff, pupils and school visitors at the school and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
  - Contacting parents as required
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

#### **Professional competence and behaviour:**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and clients.

#### **Ethical standards and integrity:**

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

#### **Data Protection and confidentiality:**

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties. During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

#### **Safeguarding:**

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

#### **Additional notes:**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.