

JOB DESCRIPTION

Post title	Higher Level Teaching Assistant	Reporting to	The Principal
Location	Holyhead Primary Academy	Grade	Band E
Contract type	Permanent	Hours of work	18.5 hours, term time plus training days

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To provide high quality classroom support to pupils under the direction of the teacher and help promote the values and ethos of the school and Trust.

Duties and Responsibilities

Support to Pupils

Participation in the integration of children with special needs into the mainstream.

Where appropriate taking charge of a group or class in an emergency under the direction and control of the Principal, or other designated member of staff.

Specialist language support to individuals/ groups where English is not the first language.

To facilitate the pupil's development and skills in the use of resources including Information Technology.

To maintain pupils' interests and motivation.

Assisting pupils with dress/ changing for activities/ personal hygiene.

To support individual/group work across the curriculum to raise levels of achievement.

Care and welfare of pupils to include toileting and feeding as required.

Administering first aid.

Specialist support to pupils in line with a Statement of Special Needs or planned provision (IEP/ISP) to encourage acceptance and inclusion to support achievement and development.

Establish supportive relationships with pupils and families.

Support to School

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Establish links and develop strong relationship with those with parental responsibility during the working day, as part of the normal consultative and the educational process.

Attend staff meetings and training days where required (including online training).

To contribute to the development of and maintain school policies and procedures.

Preparation of rooms, equipment and displays.

Maintain school routine.

Attend staff meetings and training days where required (including online training).

To promote high standards of behaviour throughout school in accordance with the Behaviour Policy.

To support school and classroom family engagement strategies.

Support ethos of school.

Maintenance of safe environment.

Assist with out of school activities such as open days, trips, school performances etc.

Support to Teachers

Contact with parents as part of normal consultative and educational process, eg parents' evenings.

To deliver pre-planned programmes of work.

Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

Support the supervision of individuals/groups of pupils.

Support with Curriculum

To contribute to the development of the curriculum and resources.

To assist in the teaching of the curriculum and developing innovative practice including the use of new technologies.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures as part of Key Stage team.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Participation in working groups on curriculum matters.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings.

Attendance at staff meetings and appropriate curriculum specific training sessions as required including online training).

Repair and maintenance of books and equipment.

Development and preparation of curriculum materials.

Development of the environment to support the curriculum and facilitate learning.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.