Threlkeld CE Primary School
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THRELKELD CE PRIMARY SCHOOL

JOB PROFILE: HIGHER LEVEL TEACHING ASSISTANT (HLTA) / SENIOR TEACHING ASSISTANT (STA)
Threlkeld CE Primary School – Blease Road, Threlkeld, Keswick, CA12 4RX
Job Title: HIGHER LEVEL TEACHING ASSISTANT (HLTA) / SENIOR TEACHING ASSISTANT (STA)
Responsible To: Headteacher and Local Governing Body
Grade: PCD8 - Grade 8, SCP19-20
Hours - 26.25 hours – Full Time Monday to Friday
Start Date – September 2022

Vision Statement

"We aspire to be a community, where every child and adult is valued as an individual, and is able to flourish in every way; intellectually, physically, socially, morally and spiritually."

Values
Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

Main Purpose
To organise and support teaching and learning activities for classes. The primary focus is to carry out specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Key Responsibilities and Tasks

1. To fulfil the 33 HLTA standards to support teaching and learning maximising achievement and development.
2. Plan, prepare and deliver specified work to individuals, small groups or, for whole classes, modifying and adapting activities as necessary under the direction and supervision of a teacher.
3. Assess, record, monitor and report on pupil development, progress and attainment against pre-determined learning objectives, using detailed knowledge and specialist skills to support pupil's learning.
4. This role will be expected to undertake of the following:
    - To plan and teach in line with the schools vision, ethos and aims.

- To work both independently and within Key Stage/EYFS teams to plan, teach and assess the curriculum with whole year groups, including children who have special educational needs
- To plan alongside EYFS lead for Nursery provision
- Support children's learning in both EYFS and Key Stage 1 through continuous provision
- Assist with breaks, lunchtime cover and an after school club
- Record pupil data
- Support class teacher with assessing children against EYFS curriculum

5. Have knowledge of and comply with all Trust/school policies and procedures including code of conduct, child protection, health and safety including risk assessments, security, confidentiality and data protection reporting any issues to a nominated person.
6. Encourage pupils to interact and work co-operatively with others, promote independence and employ strategies to recognise and reward self-reliance.
7. Supervise and direct the work of other staff demonstrating own duties in particular specialist areas.
8. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs and writing reports as appropriate.
9. Within the context of Trust behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour. Ensure that all legal and statutory requirements are implemented.

Staff Management Responsibilities

10. Some supervising of other staff, demonstrating own duties in particular specialist areas as required

Resources Responsible for:

11. Daily Maintenance of Moving and Handling Equipment, class chairs and standers
12. Specialist equipment according to specialism e.g. reading intervention resources, communication aids, PECs
13. Collecting small amounts of money in home school context
14. Accessing and collating some information.
15. Equipment – stock control

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. Planning time will be timetabled within the allocated hours.
This post will be subject to satisfaction of an enhanced DBS check.

Closing Date Monday 11th July
Interviews held Wednesday 13th July

HLTA - Person Specification

	Essential	Desirable
Qualifications	HLTA accredited / willingness to do HLTA course Qualified Teacher Status	Additional specialist qualification at Level 4 or above Knowledge or training of Read Write Inc Training with quality catch up and intervention programmes First Aid qualification
Knowledge	Good understanding of child development and learning processes Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of statutory frameworks and policies related to teaching	Knowledge of the new Education Inspection framework (OFSTED) Full working knowledge of relevant policies/ SEND code of practice/ current legislation Safeguarding training Level 1/Level 2 PREVENT- Level 1
Relevant Experience	Worked with children of Early Years Foundation Stage, Key Stage 1 and 2 Experience of working in a classroom setting in a primary or secondary school	Experience in working in another service to young people Experience of planning and delivering units of work to an agreed year group
Skills	Use of ICT to support learning Ability to self-evaluate learning needs and actively seek learning opportunities to improve own practice and knowledge	Technology – video/DVD, photocopier Use of other equipment, for example: visualisers, medical equipment
Other	Requirement for some out of school and/or out of term working to support specific activities or events as appropriate Be able to work flexibly independently and as part of a team Good communication skills both written and oral Understand, have sympathy for and work within the Christian values and ethos of The Good Shepherd Trust	