**Post title: Higher Level Teaching Assistant**

**Hours: 31.25 hours per week, Term-Time Only (38 weeks)**

**Salary Scale: Hay Grade 8, £21,203 - £22,363 pa (actual)**

**Responsible to: Class Teacher**

**Job Description**

**Purpose of Role:**

This role is part time (31.25 hours per week) and term-time only (38 weeks per year). We are looking to recruit someone with outstanding organisational and interpersonal skills to assist the leadership team in communicating and managing cover arrangements within school on a daily basis.

**Main duties:**

* To arrange and interact with staff to provide suitable staffing levels across the school
* To understand pupil needs to ensure appropriate supervision and support is provided.
* To provide high-quality cover support across school for teachers who are either absent or engaged in other school activities
* To be responsible for leading classes, managing behaviour, and ensuring all students remain focused and on track to meet their lesson objectives
* To communicate with families as appropriate.
* To provide additional in-class support when needed as well as supporting daily lunch cover.

**About you**

* Experience of working with young people with SEN, and a demonstrable ability to engage and motivate them in a school setting
* Strong behaviour management skills and the ability to demonstrate a high level of personal resilience
* A flexible and adaptable approach, with the ability to quickly adapt teaching strategies to meet the diverse needs of students
* Experience in managing large staff groups and possess highly effective interpersonal skills when communicating with colleagues.
* Some understanding of, and a willingness to hold safeguarding at the centre of their practice
* L2 English and maths, or equivalent
* HLTA Qualification

**About Us**

In the community of St George’s School everyone is considered as an individual and is valued equally. Everyone is made to feel welcome and has a voice.

Our school is a safe place to achieve, have fun and to develop skills towards individual, informed paths as we leave school and move forward in life. We learn to make choices for now and the future and to become as independent and self-sufficient as possible taking our place in society as part of Modern Britain.

We do our personal best and celebrate our achievements however large or small. As a team we experience the world and work towards achieving our goals and dreams and being the best we can be.

**Generic quality statement: The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*