St Mary's Catholic First School

Bishop Wilkinson Catholic Education Trust

Job Description

Post title: Higher Level Teaching Assistant
Grade: Grade F, SCP 14-19(£29,540 - £32,061 per annum, pro rata)
Reports to: Headteacher

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. There may be the responsible for the management and development of a specialist area within the school.

Main Duties and Responsibilities

- Providing Support for pupils by:
    - Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
    - Establishing productive working relationships with pupils, acting as a role model and setting high expectations
    - Promoting the inclusion and acceptance of all pupils within the classroom by catering to individuals' needs
    - Supporting pupils consistently whilst recognising and responding to ongoing assessment
    - Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
    - Promoting independence and employ strategies to recognise and reward achievement of self-reliance
    - Providing feedback to pupils in relation to progress and achievement
- Providing support for the teacher by:
    - Organising and managing appropriate learning environment and resources
    - Within an agreed system of supervision, planning challenging teaching and learning objectives, evaluating and adjusting lessons/work plans as appropriate
    - Monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
    - Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
    - Recording progress and achievement in lessons/activities systematically and providing evidence of progress and attainment
    - Working within an established discipline policy to anticipate and managing behaviour constructively, promoting self control and independence
    - Occasionally supporting the role of parents in pupils' learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress/achievement etc.
    - Administering and assessing/marking tests and invigilate exams/tests
    - Production of lesson plans, worksheet, plans etc.

- Providing Support for the curriculum by:

  - Delivering learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
  - Using IT effectively to support learning activities and develop pupils' competence and independence in its use
  - Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
  - Advising on appropriate deployment and use of specialist aid/resources/equipment
- Providing Support for the school by:
  - Being committed to the safeguarding and promotion of the welfare of children and young people.
  - Complying with and assisting with the development of policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
  - Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop
  - Contributing to the overall ethos/work/aims of the school
  - Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
  - Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
  - Recognising own strengths and areas of specialist expertise and using these to lead, advise and support others
  - Delivering out of school learning activities within guidelines established by the school
  - Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
  - Such other responsibilities allocated which are appropriate to the grade of the post

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	GCSE or equivalent level, including at least a Grade 4 (Previously Grade C) in English and Maths	D1	First Aid Certificate or willingness to complete it
	E2	HLTA Certificate or equivalent	D2	Evidence of continuous INSET and commitment to further professional development
Experience	E3	Experience working in a school environment or other educational setting	D3	Experience of working with children across all key stages.
	E4	Experience working with children / young people	D4	Experience of supporting staff in regular reviews of SEND short term targets for support plans
	E5	Experience planning and delivering learning activities		
	E6	Experience of planning and leading teaching and learning activities (under supervision)		
	E7	Experience of understanding the needs of SEND children, supporting class teachers in reviewing regular targets		
	E8	Experience of delivering phonics programme		
Skills	E9	Good literacy and numeracy skills	D5	A knowledge and understanding of: the use of a range of media to teach and assess children's progress.
	E10	Good organisational skills	D6	A knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupil.
	E11	Ability to build effective working relationships with pupils and adults		

	E12	Skills and expertise in understanding the needs of all pupils		
	E13	Knowledge of how to help adapt and deliver support to meet individual needs		
	E14	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils		
	E15	Excellent verbal communication skills Active listening skills		
	E16	The ability to remain calm in stressful situations		
	E17	Knowledge of guidance and requirements around safeguarding children		
	E18	Good ICT skills, particularly using ICT to support learning		
	E19	Understanding of roles and responsibilities within the classroom and whole school context		
	E20	Understanding of effective teaching methods		
	E21	Knowledge of how to successfully lead learning activities for a group or class of children		
	E22	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support		
	E23	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		

Personal Attributes	E24	Enjoyment of working with children		
	E25	Sensitivity and understanding, to help build good relationships with pupils		
	E26	A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school		
	E27	Commitment to maintaining confidentiality at all times		
	E28	Commitment to safeguarding pupil's wellbeing and equality		
	E29	Resilient, positive, forward looking and enthusiastic about making a difference		
	E30	Capacity to inspire, motivate and challenge children and young people		
	E31	Open to flexible and collaborative working		
Special Requirements	E32	A commitment to safeguard the welfare of children		
	E33	To uphold the Catholic ethos of our schools		
	E34	Compliance with data protection principles		
	E35	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E36	Compliance with health and safety policies, rules and regulations		