T.E.A.M EDUCATION TRUST

Stubbin Wood School & Nursery

**JOB DESCRIPTION: Higher Level Teaching Assistant**

**Contract: Permanent, 37 hours per week, 39 weeks term-time only**

**Pay Scale**: **Grade 9 points 16-19**

**Responsible to: Assistant Principal**

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|  **Key Responsibilities** |

As a HLTA your primary focus will be to ensure continued high-quality learning and pupil achievement. You will:

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support or when directed, lead the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and record these as appropriate / pass observations on to the class teacher
* Cover and lead class teaching (under supervision) as and when directed
* Direct the work, where relevant, of other adults in supporting learning

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| **Core Requirements of the post.** |

The postholder will demonstrate essential professional characteristics, and in particular will:

**Professional values and practice**

* Have high expectations of children and young people with a commitment to helping them fulfil their potential
* Establish fair, respectful, trusting, supportive and constructive relationships with children and young people
* Demonstrate the positive values, attitudes and behaviour they expect from children and young people
* Communicate effectively and sensitively with children, young people, colleagues, parents and carers
* Recognise and respect the contribution that parents and carers can make to the development and well-being of children and young people
* Demonstrate commitment to collaborative and cooperative working with colleagues
* Improve their own knowledge and practice including responding to advice and feedback.

**Professional knowledge and understanding**

* Understand the key factors that affect children and young people’s learning and progress
* Know how to contribute to effective personalised provision by taking practical account of diversity
* Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people
* Have achieved a nationally recognised qualification at level 2 or above in English/literacy and mathematics/numeracy
* Know how to use ICT to support their professional activities
* Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
* Understand the objectives, content and intended outcomes for the learning activities in which they are involved
* Know how to support learners in accessing the curriculum in accordance with the special
educational needs (SEN) code of practice and disabilities legislation
* Know how other frameworks, that support the development and well-being of children and young people, impact upon their practice.

**Professional skills**

* Teaching and learning activities must take place under the direction and supervision of an assigned teacher and in accordance with arrangements made by the headteacher of the school.

**Planning and expectations**

* Use their area(s) of expertise to contribute to the planning and preparation of learning activities
* Use their area(s) of expertise to plan their role in learning activities
* Devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how they will support the inclusion of the children and young people in the learning activities
* Contribute to the selection and preparation of resources suitable for children and young people’s interests and abilities.

**Monitoring and assessment**

* Monitor learners' responses to activities and modify approaches accordingly
* Monitor learners' progress in order to provide focused support and feedback
* Support the evaluation of learners' progress using a range of assessment techniques
* Contribute to maintaining and analysing records of learners’ progress.

**Teaching and learning activities**

* Use effective strategies to promote positive behaviour
* Recognise and respond appropriately to situations that challenge equality of opportunity
* Use their ICT skills to advance learning
* Advance learning when working with individuals
* Advance learning when working with small groups
* Advance learning when working with whole classes without the presence of the assigned teacher
* Organise and manage learning activities in ways which keep learners safe
* Direct the work, where relevant, of other adults in supporting learning.

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| **General Duties** |

* Engage as an active member of the school team.
* Be a flexible and supportive member of the team.
* Be willing to undertake professional development where appropriate.
* Engage and motivate pupils
* Improve the quality of pupils’ learning
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Demonstrate analytical thinking.
* Demonstrate empathy with and an appreciation of the care needs of pupils.

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| **Whole School Ethos** |

* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of teaching and learning.
* Promote the wider aspirations of the school.

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| **Safeguarding and Child Protection** |

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
* Displays commitment to the protection and safeguarding of young people.
* Values and respects the views and needs of young people.
* Is willing to work with organisational procedures and processes and to meet required standards for the role.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

**The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.**