

# The Chiltern School

## Higher Level Teaching Assistant

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 3-4, Point 13-17 £22,627 - £24,491 per annum, pro rata
Working Hours	36 hours per week, term time plus inset days

# The Chiltern School

## Higher Level Teaching Assistant

### General description of the post

#### General Duties

- To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

#### Support for Pupils

- To support learning opportunities by communicating clearly and effectively with pupils through questioning, instructing, explaining and feedback. This will include the effective use of ICT to support pupils' learning.
- To be aware and support pupils make progress towards their PLP Goals, assist with the pastoral care of pupils, attend to their personal and social needs as necessary and build and maintain successful relationships with them.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
- To assist with preparation for school visits, prepare documentation and lead school visits which includes the supervision of pupils, in liaison with the Educational Visits Coordinator and Operational Lead.

#### Support for Teachers

- Under the supervision of the Operational Lead, to undertake a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- Under the supervision of the Operational Lead to plan, devise and extend appropriate educational activities. This will include contributing to the development of PLPs or Annual Review and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons. To support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
- To assist the Operational Lead in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the teacher, as required.

# The Chiltern School

## Higher Level Teaching Assistant

- To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
- To support expectations of pupil attitude and behaviour and maintain a purposeful, orderly and supportive environment for pupils' learning.

### **Support for the Curriculum**

- To maintain familiarity with the relevant requirements of the curriculum to assist with effective teaching of support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of curriculum areas as required and agreed with the Operational Lead
- Responsible for an area of learning.

### **Support for the School**

- To work collaboratively with colleagues as part of a professional team, in particular the Pathway Leader and other LSAs; working at all times within school policies and procedures
- To manage a team of LSAs, giving guidance, support and advice; contributing to induction training of newly appointed LSAs and further training as appropriate, and assisting the Pathway Leader in co-ordinating the deployment of LSAs within the Phase or Pathway.
- To carry out appraisal arrangements for LSAs and liaise with the Pathway Leader on training and development needs identified.
- To attend staff meetings as required and where appropriate act as advocate and spokesperson for LSAs.
- To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/Line Manager.

### **Values and behaviour**

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field,

# The Chiltern School

## Higher Level Teaching Assistant

keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

### **Personal and professional conduct**

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

### **Responsibilities**

The post holder is accountable to their line manager at all times.

### **Conditions of employment**

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the

# The Chiltern School

## Higher Level Teaching Assistant

provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

# The Chiltern School

## Higher Level Teaching Assistant

Person Specification		
	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Satisfactory completion of HLTA training</li> <li>GCSE English and Maths (grades A*-C) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Current First Aid Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 2 years experience as a teaching assistant within the last 5 years</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supervising others.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Understanding of strategies for teaching and learning.</li> <li>Understanding of curriculum development.</li> <li>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</li> <li>Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.</li> <li>Ability to contribute to planning and preparation of lessons and teaching materials.</li> <li>Ability to contribute to assessment and monitoring of pupil progress.</li> <li>Good communication and interpersonal skills.</li> <li>Good organisational and time management skills.</li> <li>Ability to work collaboratively with teachers and others.</li> <li>Ability to supervise others effectively, as required.</li> <li>Ability to take responsibility and work with autonomy within set boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning and assessment of learning</li> </ul>
<b>Personal qualities</b>	At The Chiltern school we expect all staff to demonstrate and model our core values.	

# The Chiltern School

## Higher Level Teaching Assistant

Kindness, Resilience, Courage, Happiness, Respect, Humour and Curiosity.

These are particularly important for this role but you will also need to demonstrate that you are:

- Empathetic
- Well organised
- Diligent
- Conscientious