

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate:
Post Reference No: Q404	Location: Holy Brook School
Job Title: Higher Level Teaching Assistant - Level 4. Academic Skills & Intervention Support	Grade/Salary Range: RG5m Scale: 22 - 28 (Inc. Gateway 26) Gauge Code Q404 July 2016

JOB PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To plan, prepare and deliver learning activities for individuals/groups or for a whole class. To monitor and assess pupils, record and report on their achievement, progress and development and to liaise with class teacher during lunch or after school. To be responsible for the management and development of a specialist area within school

- Deliver learning to individuals, groups or whole classes under an agreed system of supervision and management
- Undertake 'specific work', Plan, deliver, assess, report
- Manage & Mentor other staff as appropriate and relevant

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Governors
 Head Teacher
 Deputy Head Teacher
 HLTA

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils:

- With the direction and support of the Senior Leadership Team (SLT), assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- With the direction and support of the SLT, Develop and implement Individual provision Plans, Risk Assessments and Personal Care programmes
- Establish constructive and productive relationships with pupils acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the teacher:

- Organise and manage an appropriate learning environment and resources within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through a range of

- assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents/carers in pupils' learning and contribute to/lead meetings with them in providing constructive feedback on pupil progress/achievement etc
- Administer, invigilate and assess routine tests and exams
- Produce lesson plans, learning resources etc

Support for the curriculum:

- Deliver learning activities/teaching programmes within an agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. English, Maths, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the school:

- When necessary teach a class of children while the usual class teacher staff is absent
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the line manager
- Be aware of the equal opportunities and behaviour policies of the school and apply them
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / works / aims of the school and wider community
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupils where necessary
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to lead, advise and support others where necessary
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend team meetings as required

GATEWAY PT SCP26 & above

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Possess training in relevant learning strategies
- Plan and deliver challenging teaching and learning objectives, using judgement to adjust plans as appropriate
- Take initiative to develop appropriate multi-agency approaches to supporting pupils
- Manage/mentor other Teaching Assistants

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budgetary control

Special Requirements

What level of DBS check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? YES

Does the post require a Protection of Children Act (POCA) check? NO

What other security/safer recruitment clearances are required for this post - Safeguarding Training

The Holy Brook School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1/2

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified.

Health & Safety is the responsibility of all adults working at the Holy Brook School

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

All staff at the Holy Brook School are required to have full team teach training for the use of restrictive physical interventions and abide by the schools behaviour policy

PERSON SPECIFICATION

School: The Holy Brook School	Directorate/Service: DECS
Job Title: Higher Level Teaching Assistant - Academic Skills Intervention Support	Post Reference No: Q404

Qualifications/Education/Training:

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
Hold relevant qualifications at a level equivalent to at least NVQ Level 3.
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C).
Training in relevant learning strategies e.g. literacy
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

Experience:

Experience working with children of relevant age in a learning environment
Significant experience of working with children (either paid or unpaid capacity) preferably in an education setting
Experience of teaching whole classes – desirable

Skills and Abilities:

Can use ICT effectively to support learning
Full working knowledge of relevant policies/codes of practice/legislation
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
Good understanding of child development and learning processes
Understanding of statutory frameworks relating to teaching
Constantly improve own practice/knowledge through self-evaluation and learning from others
Ability to relate well to children and adults
Understanding of behaviour management strategies
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Specific Working Requirements:

Under supervision, deliver lessons to groups/whole class in the event of absences.

Team Teach certification

First Aid in schools

Universal Safeguarding of Children