

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Higher Level Teaching Assistant (HLTA)	<b>Location</b>	Three Peaks Primary Academy
<b>Salary</b>	Grade 7 point 15-22 £25,023 - £28,086	<b>Hours</b>	37 hours per week Term-Time – 38 working weeks per year plus 5 additional Inset Days
<b>Department</b>	Support Staff	<b>Reports To</b>	Deputy Headteacher

<b>JOB PURPOSE:</b>
<p>To support the professional work of teachers by taking responsibility for agreed learning activities which may involve planning, preparing and delivering learning activities for individuals, groups or for whole classes as well as covering subject leads and teachers' PPA.</p> <p>Monitoring pupils and assessing whole classes under an agreed system of supervision</p> <p>Deliver whole class learning to release a class teacher for PPA or other non-contact time.</p> <p>Undertakes the job description of a Teaching Assistant at NVQ 3 level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative.</p>

<b>KEY RESPONSIBILITIES AND DUTIES:</b>
<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>Assess the needs of pupils and use detailed knowledge and specialist skills to support learning and academic progress.</li> <li>Take responsibility for developing and implementing SEND support plans, EHCPs and behaviour support plans when working with children.</li> <li>Teach larger groups of pupils using plans and resources provided.</li> <li>Responsible for recording progress and achievement in lessons/activities – through following the school policy on live marking of books and feedback.</li> <li>Establish a clear framework for disciplinary matters, classroom expectations and the learning environment/resources.</li> <li>Provides clear communication to teachers and parents (where necessary) on class progress, individual concerns and coverage of lessons</li> </ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>Uses the Three Peaks curriculum to ensure that learning is pitched at the appropriate level and that all learners are supported in meeting expectations.</li> <li>Ensure that the classroom environment and resources are prepared and set up to enable all learners to make age-related progress.</li> </ul> <p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>Assists with the development of school policies and procedures relating to child protection, teaching and learning, behaviour for learning and all other professional expectations.</li> <li>Takes the initiative in making reasonable adaptations where necessary if this meets the needs of the children.</li> <li>Where applicable, takes responsibility for the provision of out of school learning activities within guidelines established by the school.</li> </ul>

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- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 qualification in English and Maths (GCSE or equivalent)</li> <li>• NVQ Level 3 in working as a teaching assistant or equivalent.</li> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>• Can work at NVQ 4 level overall.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in working in a primary school.</li> <li>• Experience of leading or delivering planned lessons to small or larger groups of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of covering whole class lessons</li> <li>• Experience of working in an educational setting in KS1 or KS2</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the National Curriculum.</li> <li>• Ability to form positive working relationships with pupils.</li> <li>• Ability to adapt planning to meet the needs of all pupils.</li> <li>• Ability to develop knowledge and understanding of strategies used to support pupils. Working knowledge and experience of implementing National Curriculum and other relevant learning programmes.</li> <li>• Good understanding of child development and learning processes – including behaviour management techniques.</li> <li>• Understanding of statutory frameworks relating to teaching.</li> <li>• Constantly improving own practice through self-evaluations and learning from others.</li> <li>• Ability to relate well to children and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound understanding of behaviour management.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to monitor pupils' responses to learning and provide detailed and regular feedback on pupils' achievements/progress.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Confident and efficient in managing classes and behaviour.</li> <li>• Ability to communicate tasks and instructions to pupils.</li> <li>• Focused on ensuring all children make progress.</li> <li>• Ability to relate to young people and adults in an empathetic manner.</li> <li>• Demonstrable experience of building effective relationships.</li> <li>• Effective time management skills and able to take responsibility for workload and to prioritise tasks.</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence.</li> <li>• Ability to respond swiftly and effectively to the unexpected.</li> <li>• Excellent communication skills both orally and in writing e.g. letters and reports.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**