

Higher Level Teaching Assistant (HLTA)

Wath Central Primary School

Job Description

Post:	Higher Level Teaching Assistant (HLTA) Permanent
Hours:	32.50 hours term-time only plus 2 inset days
Responsible to:	Headteacher / JMAT
School:	Wath Central School
Scale:	Band G Points 19-23 £32,061 - £34,434 FTE (Actual Salary based on 45 weeks £24, 412 - £26,219)
Liaising with:	All school stakeholders
General Duties	
	<ul style="list-style-type: none"> • Be aware of and comply with all relevant school policies, including those relating to safeguarding, health and safety and data protection. • Form positive relationships with children and adults within school, working as teams of support around all children. • Establish constructive, professional relationships with parents and carers, and external professionals and agencies where required • Promote inclusion for all by embodying the ethos, values and aims of the school. • Promote and model good behaviour, reporting and dealing promptly with conflicts and incidents in line with the school's relationship and behaviour policies. • Accompany groups who are participating in educational visits. • Participate in training and other professional development as required. • Support the holistic needs of all children, working closely under the direction of the class teacher. • Demonstrate and promote commitment to equal opportunities. • Have high expectations for children and a commitment to helping them fulfil their potential.

Supporting Children and Families

- Communicate effectively and sensitively with children to adapt to their needs and support their learning.
- Support individuals and groups to achieve their potential.
- Implement individual support for children based on their needs and circumstances, e.g. deliver support in line with a child's EHC plan.
- Provide high-quality care and support for children with complex medical and physical needs in line with individual healthcare plans.
- Carry out medical interventions (e.g., PEG feeding, diabetes management, catheterisation) safely, following training and agreed school protocols.
- Undertake moving and handling duties, ensuring children's safety, dignity and comfort at all times.
- Assist with health and safety needs including support and care for those suffering from minor injuries. (First Aid training will be provided)
- Support children at mealtimes and model positive play, where necessary.

Supporting Teaching

- Plan, prepare and deliver the curriculum to individuals, small groups and classes under the direction of the teaching staff.
- Provide teaching cover as and when required.
- Modify teaching and adapt activities to suit individual needs of all children.
- Use ongoing assessment during a lesson to identify progress and gaps to feed into planning and teaching moving forward.
- Support the summative assessments (end of term) for areas of the curriculum you deliver
- Be proactive in supporting and managing behaviour in line with the policies of the school.
- Provide relevant administrative support to teaching staff.
- Determine the need for specialist equipment and resources to support learning.
- Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.
- Know how to support children in accessing the curriculum in accordance with the SEND code of practice and equalities legislation.
- Identify ways to improve performance of all children including adaptations to teaching, brain breaks and sensory breaks.
- Develop expertise in outdoor and practical learning.

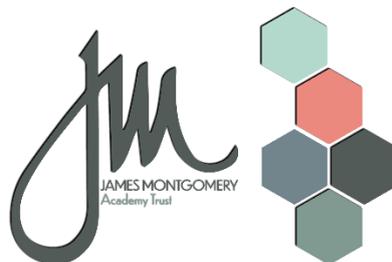
Supporting the School

- Undertake line management responsibilities of other TAs where appropriate.
- Maintain good working relationships with other staff members and key stakeholders, including parents / carers and external agencies.
- Share expertise and skills with other members of staff.
- Work with their line manager on timetable arrangements.
- Participate in meetings as required.
- Participate in professional development and training to enable the very best support for the children.
- Be knowledgeable of the school policies and procedures and following these at all times. e.g Child Protection and Safeguarding, Data Protection, Health and Safety.
- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the headteacher.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.



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Person Specification

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education and welfare of children their first concern and will be accountable for achieving the highest possible standards in work and conduct.

EDUCATION AND QUALIFICATIONS			
	Essential	Desirable	Source A- application I - interview R - references
An ability to demonstrate the knowledge, skills and capability to work at a higher level for example, the ability to plan and deliver learning under the direction of a teacher, lead small groups, cover classes, and support assessment.	✓		A
Meet the HLTA standards	✓		A
Evidence of continuous professional development.	✓		A, I
First aid training.		✓	A

SKILLS AND EXPERIENCE			
	Essential	Desirable	Source A- application I - interview R - references
Demonstrable levels of maths and English	✓		A
Experience of working in a school setting.	✓		A, I
Experience of working with pupils with SEND.	✓		A, I
Experience of teaching individuals, groups and whole classes.	✓		A, I
Effective verbal and written communication skills.	✓		A, I, R
Good organisational and time management skills.	✓		A, I, R
Good levels of competency in using ICT.	✓		A

Experience of leading and managing other support staff.		✓	A, I, R
Experience in a specialist area.		✓	A, I
Experience in multi-agency working.		✓	A, I

KNOWLEDGE AND UNDERSTANDING			
	Essential	Desirable	Source A- application I - interview R - references
Understand the key factors that affect children's learning and progress.	✓		A, I, R
Knowledge of and ability to successfully meet the HLTA standards.	✓		A, I
Knowledge of relevant school policies including safeguarding.	✓		A, I
Knowledge of the National Curriculum and EYFS Framework and phonics.	✓		A, I
Knowledge of the SEND Code of Practice		✓	A, I

PERSONAL ATTRIBUTES			
	Essential	Desirable	Source A- application I - interview R - references
Able to build successful working relationships, promoting positive behaviour.	✓		A, I, R
A reliable and flexible approach to work.	✓		A, I
Able to work independently and as part of a team, also able to use own initiative.	✓		A, I
Empathetic with those facing barriers to their learning, showing a caring and sensitive disposition.	✓		A, I
A commitment to safeguarding and promoting the welfare of children and young people.	✓		A, I, R
Demonstrably professional, honest and loyal.	✓		A, R
Commitment to children and their learning, wellbeing and safety.	✓		A, I
Committed to equality in line with the Equality Act 2010.	✓		A, I
A positive and engaging personality with the ability to motivate and encourage others.	✓		I, R

Additional Essential Criteria

- Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment.
- Fully supportive references.
- Full enhanced DBS clearance.