



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Higher Level Teaching Assistant (HLTA)

Saint Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Johanna Gash
Grade/Salary:	Band 4, SCP 11 - 17
Contract Type:	Full-time, Permanent
Hours:	33.5 hours per week over 39 weeks per year
Location:	Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JD

Main purpose

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Lead, coordinate and support Teaching Assistants and Midday Supervisors

Duties and responsibilities

Teaching and learning

- Demonstrate a secure curriculum knowledge and expertise in applying assessment procedures
- 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 including, where appropriate the most vulnerable (SEND, disadvantaged)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures



- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and report observations to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching, as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning & Assessment

- Contribute to assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how to support the inclusion of pupils in learning activities

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher or leadership team
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the academy



- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's improvement plan, policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and Catholic ethos of the academy

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our academy's child protection policy
- Managing accidents in line with academy's policy and procedures.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with Academy leaders, and identifying relevant professional development to improve personal effectiveness including research
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Academy and Trust
- Participate fully in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside our academy
- Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The HLTA will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Higher Level Teaching Assistant (HLTA)

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Experience	Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)	✓		A
	GCSEs at grades 9 to 4 (A* to C) including English and maths	✓		A
	Experience of working with children	✓		A
	Experience of planning and leading teaching and learning activities (under supervision)	✓		A & I
Skills and Knowledge	Good literacy and numeracy skills	✓		A & I
	Good organisational skills	✓		I
	Ability to build effective working relationships with pupils and adults	✓		I
	Skills and expertise in understanding the needs of all pupils	✓		I
	Knowledge of how to help adapt and deliver support to meet individual needs	✓		I
	Excellent verbal communication skills	✓		I
	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils	✓		I
	Active listening skills	✓		I
	Knowledge of guidance and requirements around safeguarding children	✓		I
Good ICT skills, particularly using ICT to support learning	✓		I	



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Catholic Multi Academy Trust

	Understanding of roles and responsibilities within the classroom and wider school context	✓		
	Understanding of effective teaching methods	✓		
	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support		✓	
	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		✓	
Personal Qualities	Enjoyment of working with children	✓		
	Sensitivity and understanding, to help build good relationships with pupils	✓		
	A commitment to getting the best outcomes for pupils and promoting the Catholic ethos and values of the school	✓		
	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding and equality	✓		

Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____