

STEPHENSON TRUST

JOB PROFILE

POST TITLE:	Higher Level Teaching Assistant	GRADE: SA4
LOCATION:	Bridge Academy	HOURS: 37
RESPONSIBLE TO:	Assistant Principal	

JOB PURPOSE

To complement the professional work of the teachers by taking responsibility for agreed learning activities across the KS3 and 4 student population. This will involve planning, preparing and delivering lessons and learning programmes under the direction and supervision of a qualified teacher. Monitoring, assessing, recording and reporting will ensure the progress and achievement of students both academically and socially.

PRINCIPAL ACCOUNTABILITIES

Key Objectives

- To deliver elements of the Curriculum
- To make effective use of opportunities provided by activities to support the development of literacy and numeracy skills.
- To develop and maintain positive relationships and community links with students, parents and professionals that support effective outcomes for young people.
- Ensuring safeguarding processes are adhered to

Work Profile

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Develop and implement pupil profiles and EHCP targets
- Provide one to one mentoring of students and meet with parents to discuss support strategies.
- Plan and deliver lessons under the direction of a qualified teacher.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies.
- Provide objective and accurate feedback and reports as required on student achievement, progress and behaviour, ensuring the availability of appropriate evidence.
- Work closely with teaching staff to identify students at risk of underachieving.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.

- Communicate with other agencies and professionals to support achievement and progress of students.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

Stephenson Trust is an Equal Opportunities employer. We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.



STEPHENSON TRUST

PERSON SPECIFICATION

JOB TITLE: Higher Level Teaching Assistant

LOCATION: Stephenson Academy

E=Essential D=Desirable Assessed: A= Application Form, I= Interview, T= Task

CRITERIA		E/D	Assessed
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> • Experience of the school environment • Full working knowledge of relevant policies/codes of practice/legislation • Good understanding of child development and learning processes • Knowledge of issues affecting student outcomes (behaviour, academic, social) • A further advanced qualification in the education of pupils with SEMH or SEN. • Previously led or planned lessons/interventions 	E D E D D E	A, I
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"> • Constantly improve own practice through self evaluation and learning from others • Ability to relate well and motivate young people • Effective organisational skills • Good telephone manner • Ability to communicate effectively both orally and in writing • Ability to work constructively, either independently or as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to work under pressure • Team orientated • Accuracy and attention to detail • Ability to prioritise and meet deadlines • Understands the importance of maintaining confidentiality 	E E E E E E E E E E E	A, I
EDUCATION QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills – equivalent to Level 2 in Maths and English • Training in relevant behaviour management strategies e.g. NVQ 3 Teaching Assistant • HLTA qualification or currently working towards this. <i>(If you do not hold this qualification you will be expected to undertake it within your first year with support from the Academy)</i> 	E D D	A

Managing Risk	<ul style="list-style-type: none"> • Ability to undertake risk assessments for activities • Ability to assess risk and plan appropriate responses for an SEMH population 	E D	A, I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to inclusive education • Commitment to quality and continuous improvement • Commitment to professional standards • Willingness to participate in training opportunities • Ability to undertake appropriate positive handling and undertake Team Teach training 	E E E E E	A, I