

# INVICTUS

Education Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	HLTA – Higher Level Teaching Assistant
<b>DEPARTMENT:</b>	Crestwood
<b>SALARY RANGE:</b>	Grade 7
<b>REPORTING TO:</b>	Assistant Headteacher SENDCo
<b>LIAISING WITH:</b>	Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust’s central team

<b>Main purpose:</b>	<p>To undertake PPA cover across the school (up to 5 sessions per week)</p> <p>To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children;</p> <p>To be responsible for the management and development of a specialist area within the school and/ or line management responsibility for other classroom support staff.</p>
<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p>Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils</p> <p>Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.</p> <p>Take a lead role in managing and delivering pastoral support</p> <p>Manage the supervision of pupils excluded from, or not otherwise working to a normal timetable.</p> <p>Provide cover for the whole class in the event of short-term teacher absences and PPA time.</p> <p>Organise and manage sessions with groups of pupils in planned educational settings</p> <p>Monitor and assess individuals and groups of pupils in planned educational setting</p>

Provide formal feedback and reports as required on pupil achievement and progress

Line management responsibility including the allocation and monitoring of work, holding regular team and supervision meetings with other classroom based support staff in accordance with school policies.

Plan, prepare and deliver learning activities for individuals, groups or whole classes.

Record progress and achievement systematically and provide systematically and provide evidence of range and level of progress.

Develop and implement IEP's

Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.

Be a member of the management team of the school.

Manage a provision for disaffected pupils.

Lead for the whole school in specialist area and share expertise and skills with others.

Responsible for Foundation Stage pupils under the direction of a teacher as part of the early year's structure.

Organise and manage appropriate learning environment and resources.

Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.

Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

Administer and assess/mark tests and invigilate exams/tests.

Produce lesson plans/worksheets etc.

Use ICT to support learning activities and develop pupil's competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aids/resources/equipment

Deliver out of school learning activities within guidelines established by the school.

Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Manage liaison with feeder schools and other relevant bodies to gather pupil information.

Take a lead role in the development, implementation and monitoring of systems relating to attendance, registration, truancy, pastoral systems and associated subjects.

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

	<p>Contribute to the overall ethos /work/aims of the school.</p> <p>Participate in training, other learning activities and performance development as required.</p> <p>Attend and participate in relevant meetings as required.</p>
<p><b>Other professional requirements:</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning</li> <li>• Attend Governance meetings as and when required</li> <li>• Actively engage in the Trust’s appraisal process</li> <li>• Take part in the Trust’s staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> <li>• Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document</li> <li>• Be a role model of the Teachers’ Standards</li> </ul>
<p><b>Other Specific Duties</b></p>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<p><b>Support for the Trust</b></p>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection</li> <li>• Comply with the Trust’s dress code</li> <li>• Attend and participate in meetings as required</li> <li>• Participate in training, other learning activities and appraisal as required</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others</li> <li>• It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.</li> </ul>	
<p><b>Safeguarding Requirements</b></p>	
<p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: <a href="#">Keeping Children Safe in Education, 2023</a></p>	

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>HLTA Status.</p> <p>NVQ Level 3 for a Teaching Assistant or equivalent qualification related to working with children and/or young people.</p> <p>Specialist skills/training in curriculum or learning area</p>	
Experience	<p>Demonstrable experience of working with children of relevant age in a learning environment.</p> <p>Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</p> <p>Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.</p> <p>Understanding of the principles of child development and learning processes.</p> <p>Understanding of statutory frameworks relating to teaching.</p>	
Skills and knowledge	<p>Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.</p> <p>Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.</p>	
Personal qualities	<p>A knowledge of Equality &amp; Diversity issues.</p> <p>Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to organise, lead and motivate a team.</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others.</p> <p>To comply with the Schools commitment to the protection and safeguarding of children.</p>	
Flexibility	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>	

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

Job Title:	HLTA – Higher Level Teaching Assistant		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	