**Support Staff Job Outline and Person Specification**

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| **Position Title** | **Higher Level Teaching Assistant** |
| **Location** | Holditch Inclusion Hub and Trust Schools |
| **Reporting to** | DMAT Executive Principal/ DMAT assistant principal |
| **Job Term** | Permanent / Full Time |
| **Hours** | 1406 hours per annum (37 hours per week / 38 weeks per annum) |
| **Work Pattern** | Monday – Thursday, 8.30am – 4.00pm  Friday – 8.30am – 3.30pm with half an hour lunch break |
| **Grade** | Grade E16 - £24,432 |
| **Organisation** | Dartmoor Multi Academy Trust |
| **Effective date of JD** | July 2022 |

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at The Holditch Inclusion Hub but you may be required to work at any other premises occupied by the Employer or any of the Employer’s Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting of pupils achievement, progress and development.

To be responsible for the management and development of a specialist area within the school and management of other teaching assistants including allocation and monitoring of work, appraisal and training.

To ensure stability for the students with continued presence to provide emotional, practical and safeguarding support in order that the students can fulfil their maximum potential. To work within and reinforce all school policies related to the welfare and progress of children.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**Main duties and responsibilities**:

To work under an agreed system of supervision/management to deliver learning and to be a specialist knowledge resource by:

* Leading the planning cycle under supervision.
* Delivering lessons to groups/whole classes.
* Managing other staff.
* Pastoral support.
* Mentoring and counselling.
* Behaviour.
* Exclusions and attendance.

Support the assigned teacher by:

* Organising and managing an appropriate learning environment and resources.
* Within an agreed system of supervision, planning challenging teaching and learning objectives and evaluating and adjusting lessons/work plans as appropriate.
* Monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
* Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
* Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
* Supporting the role of parents in pupils’ learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress/achievement etc.
* Administering and assessing/marking tests and invigilating exams/tests.
* Producing lesson plans, worksheets, plans etc.

Supporting students by:

* Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils’ learning.
* Planning and taking responsibility for the Forest School Provision
* Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning.
* IEPs and EHCP evidence collect and application.
* Promoting the inclusion and acceptance of all pupils within the classroom.
* Supporting pupils consistently whilst recognising and responding to their individual needs.
* Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities.
* Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
* Providing feedback to pupils in relation to progress and achievement.
* Developing behaviour care plans.
* Working with external agencies to support the welfare and progress of students.

Support the curriculum by:

* Delivering learning activities to pupils within agreed systems of supervision, adjusting activities according to pupil responses/needs.
* Delivering local and national learning strategies e.g. literacy, numeracy, KS3 and KS4 and making effective use of opportunities provided by other learning activities to support the development of pupils’ skills.
* Using ICT effectively to support learning activities develop pupils’ competence and independence in its use.
* Selecting and preparing resources necessary to lead leaning activities, taking account of pupils’ interests and language and cultural backgrounds.
* Advising on appropriate deployment and use of specialist aid/resources/equipment.

Support the school by:

* Complying with assisting the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
* Contributing to the overall ethos/work/aims of the school.
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
* Recognising own strengths and areas of expertise and using these to lead, advise and support others.
* Delivering out of school learning activities within guidelines established by the school.
* Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

**Safeguarding:**

* Day to day operations regarding safeguarding procedures
* To support the Designated Safeguarding Lead (DSL).
* To respond swiftly and efficiently to safeguarding concerns
* To ensure that all actions are recorded.
* To inform a parent/carer that their child has been/may have been harmed
* To liaise with external agencies, maintaining a dialogue regarding concerns/referrals that have been made
* To negotiate with and inform parents/carers of events and future actions for the care of their children
* To engage parents/carers into Early Help systems.
* To negotiate with a troubled/injured child
* To accompany, if necessary, a child to hospital

To Undertake Line Management Responsibilities Where Appropriate by:

* Managing other teaching assistants.
* Liaising between managers/teaching staff and teaching assistants.
* Holding regular team meetings with managed staff.
* Representing teaching assistants at teaching staff/management/other appropriate meetings.
* Undertaking recruitment/induction/appraisal/training/mentoring for other teaching assistants.

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to: 

* Acceptable Use Policy
* Records Retention Policy
* Personal Data Breach Procedure
* Employee Code of Conduct
* E-safety Policy
* Social Media Policy
* Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

**All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management |  |  |  |
| Experience | * Experience of working with students with additional needs. * Understanding of safeguarding issues and promoting the welfare of children and young people. * Level 3 Safeguarding trained, training will be provided to ensure this level is current. * Experience of supervising the work of individuals or teams. * Experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies e.g. National Literacy and Numeracy strategies, Key Stage 3 and Key Stage 4 strategy. * Experience, under appropriate supervision, of planning, preparing and delivering effective learning programmes. * Full working knowledge of relevant policies/codes of practice/legislation. * Understanding of statutory frameworks relating to teaching. * Good working knowledge and understanding of child development and learning processes, and in particular, barriers to learning. | * Experience of CPOMs online logging system for Child Protection. * Experience in planning and maintaining a Forest School provision |  |
| Practical Skills | * Ability to effectively use ICT and other technology to support learning. * Ability to organise, lead and motivate a team. * Ability to constantly improve own practice/knowledge through self-evaluation and learning from others. * Ability to relate well to children and adults, including other professionals/carers. * Ability to fulfil all spoken aspects of the role with confidence and fluency in English. * Ability to demonstrate and promote good practice in line with the ethos of the school/organisation. * To work constructively as part of a team, to understand classroom roles and responsibilities and own position within these. |  |  |
| Technology / IT Skills | * Sound knowledge of Microsoft Office packages. * Experience of using ICT and other technology to support learning. |  |  |
| Education and Training | * Higher Level Teaching Assistant or equivalent qualification or experience. * Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. * Willingness to participate in other development and training opportunities. * Training in relevant learning strategies e.g. literacy, numeracy. | * Any pastoral related qualification. |  |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary |  | * Occupation Health Pre-Placement Health Check |
| Equal Opportunities | * Dartmoor Multi Academy Trust is an equal opportunities employer. | | |