

**Maiden Erlegh Trust
Job Description**

Role	Higher Level Teaching Assistant in English	School/Department	Maiden Erlegh School in Reading
Grade	Grade 5 spinal points 12 to 17	Reports to	Head of Maths/Head of English
Job Evaluation Code	MER038	Date of evaluation	April 2022

Purpose	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To support, consolidate and develop the learning of students in specific subject areas under the direction of a named teacher. This will be performed in accordance with school policies and government initiatives in the pursuit of high standards of student achievement and the promotion of their wellbeing.
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Scope	Main contacts: students, staff, parents, Local Authority, and other external agencies	Staff responsibilities: None	Financial accountability: None
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Key accountabilities	To provide teaching support to students under the direction of a teacher.
Main duties and responsibilities	<p>To complement the professional work of teachers by:</p> <ol style="list-style-type: none"> 1. Planning, preparing, and delivering appropriately challenging learning activities for individuals, groups or whole classes under the direction of a named member of the teaching staff. 2. Producing and modifying schemes of work, lesson plans, resources etc to meet particular students' needs under the direction of a named member of the teaching staff. 3. Monitoring, assessing, recording, and reporting students' attainment and progress and providing objective and formative feedback under the direction of a named member of the teaching staff. 4. Contributing to the identification and execution of appropriate out-of-school learning or other intervention activities which consolidate and extend work carried out in class. 5. Supporting the school's delivery of literacy and basic skills. 6. Using ICT effectively to support learning activities and develop students' competence and independence and safety in its use. 7. Advising on appropriate deployment and use of specialist aid resources and equipment. 8. Working within the school discipline policy to anticipate and manage behaviour constructively and promote independence. 9. Developing, implementing, and reviewing provision plans and contributing to Annual reviews as appropriate. 10. Supporting parents and contributing to/leading meetings with parents to provide constructive feedback on student progress/achievement etc. 11. Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.

	<p>12. Complying and assisting with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities, and data protection.</p> <p>13. Contributing to the overall ethos/work/aims of the school.</p> <p>14. To carry out such other associated duties as are reasonably assigned by the Headteacher.</p>
<p>Other requirements and responsibilities</p>	<p>Enhanced DBS clearance is required.</p>
<p>Structure chart</p>	<div data-bbox="587 443 1270 651" data-label="Diagram"> <pre> graph TD A[Head of Maths / Head of English] --- B[HLTAs] </pre> </div> <p>Line management of the postholder may be delegated by the Head of department to another nominated curriculum leader within the department.</p>



**Maiden Erlegh Trust
Person Specification**

Role	Higher Level Teaching Assistant English	School/Department	Maiden Erlegh School in Reading
Grade	Grade 5	Job Evaluation Code	MER038

Qualifications, training and education	<ul style="list-style-type: none"> Higher Level Teaching Assistant standards or equivalent qualification or experience. Level 2 or equivalent in English and maths. Training in relevant learning strategies e.g., literacy strategy. Specialist skills/training in curriculum or learning area e.g., sign language, ICT, EAL
Experience	<ul style="list-style-type: none"> Knowledge of National Curriculum. Knowledge of the standard of work expected from students and the ability to contribute to the assessment of their work.
Skills and abilities	<ul style="list-style-type: none"> The ability to plan, organise and lead high quality learning activities for individuals and small groups, particularly those with learning needs (under the direction of a named teacher). The ability to foster a calm and purposeful learning environment and manage behaviour positively. Good understanding of child development and learning processes. Good questioning and observation skills. Ability to work well with others and independently. Ability to work with a range of different professionals Ability to use ICT effectively to support learning. Excellent communication and interpersonal skills. Show respect of student and staff confidentiality at all times. Understanding of the expected outcomes of individual activities the length of time allocated to the task. Desire to constantly improve own practice /knowledge through self-evaluation and learning from others. Flexible approach to working and commitment to ongoing service and personal development. Calm under pressure, adaptable. A caring and positive attitude. Good listener and sensitive to students' needs. A sense of responsibility. Ability to use own initiative.
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____
Post holder

Date: _____