

# Dudley Academies Trust

## Job Description



**Role:** Higher Level Teaching Assistant - PLC/SSC  
**Grade:** 7  
**Responsible to:** PLC Manager

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### Job purpose:

- Support with the management and supervision of learners accessing the centre PLC centre and SSC
  - To address the needs of learners who need particular help to overcome barriers to learning including those with social, emotional and behavioural problems.
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### Specific Duties and Responsibilities

- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of learners
- Complement the professional work of teachers and the PLC Lead by taking responsibility for agreed learning activities under an agreed system of supervision.
- Assess the needs of learners and use detailed knowledge and advanced specialist skills to support learning.
- Take a lead role in managing and delivering pastoral support
- Manage the supervision of learners on a modified timetable.
- Organise and manage sessions with groups of learners in planned educational settings
- Monitor and assess individuals and groups of learners in planned educational setting
- Provide formal feedback and reports as required on learner achievement and progress
- Line management responsibility including the allocation and monitoring of work, holding regular team and supervision meetings with other staff in line 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.
- To support with the develop and implement IEP's
- Undertake specialist work with individuals/groups of learners for which an additional qualification may be required.
- Manage a provision for identified learners
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate learner responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Plan and deliver intervention sessions.

- 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.
- Support with maintain an accurate record/register of pupils accessing the centre.
- Deliver programmes to modify behaviour including Behaviour Modification, Anger Management, Conflict Resolution, Self Esteem Development
- Liaise with appropriate staff over reintegration to normal timetable after period of time in centre/exclusion/absence.

**Standard for all jobs:**

- To take a proactive role in the identification of personal and group training and developmental needs which support trust objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute promotional activities both inside and outside the trust and to assist in the production of promotional and publicity materials as required.
- To operate at all time within both the spirit and the practice of the trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
- To represent the Trust and trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive Officer, Chief Operating Officer, Trust Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the trust.

**Prepared by:** Sukhjot Dhami, Principal  
**Date:** June 2024

Name of postholder:	
Signed by postholder:	

Date:	

# Dudley Academies Trust

## Person Specification



CRITERIA	E	D	Method of Assessment
<b><u>Knowledge/qualifications</u></b>			
HLTA Status.	✓		App form/Int
NVQ Level 3 for a Teaching Assistant or equivalent qualification related to working with children and/or young people.	✓		App form/Test
<b><u>Experience</u></b>			
Demonstrable experience of working with children of relevant age in a learning environment.	✓		App form/Int
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓		App form/Int
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓		App form/Int
Understanding of the principles of child development and learning processes.	✓		
Understanding of statutory frameworks relating to teaching.	✓		App form/Int/
<b><u>Skills</u></b>			
Ability to use relevant technology e.g., computer/ keyboard/photocopier/video.	✓		
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓		
<b><u>Safeguarding</u></b>			
Must be suitable to work with young people and vulnerable adults	✓		App form/Int
<b><u>Additional factors</u></b>			
A Knowledge of Equality & Diversity issues.	✓		App form/Int
Ability to relate well to children and adults.	✓		
Constantly improve own practice/knowledge through self-evaluation and learning from others.	✓		App form/Int

To comply with the Schools commitment to the protection and safeguarding of children.	✓		App form/Int

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	

The Dudley Academies Trust operates a no smoking policy