

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title/Salary:	Higher Level Teaching Assistant with supervisory responsibility
Salary:	£30,964 FTE per annum/pro rata
Base:	Nancealverne School

Main Purpose of Roles:
<ul style="list-style-type: none"> • To support Teachers' delivery of the curriculum and recording and reporting of assessment. • Contribute to the development of support staff, pupils, policies and strategies, working collaboratively with teaching staff on the whole planning cycle and management/preparation of resources. • To supervise whole classes during the short-term absence of teachers • To provide support for pupils, Teachers, Teaching Assistants and the Trust to raise standards of achievement, utilising advanced knowledge and skills • To encourage pupils to become independent learners, provide support for their welfare and inclusion of pupils in all aspects of schools' life • To uphold the HLTA standards in all aspects of work • To be a role model across the school with regards to professional behaviours • To effectively engage with all aspects of professional development including any development identified via the SPT/ school Performance Management process

Duties and Responsibilities:
<ul style="list-style-type: none"> • Assist children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn effectively make progress over time • Plan, evaluate and adjust lessons/ work plans with Teachers, developing and preparing resources around pupil need, including out of school contexts • Effectively teach whole classes within an agreed system of supervision and lesson framework, motivating and progressing learning by using structured, interesting teaching techniques • Establish supportive relationships with pupils, encouraging individual development, acceptance, social integration, self-esteem and ensuring all pupils have equal opportunities to learn and develop • Contribute to and uphold all aspects of the design and implementation of risk assessments/ additional control measures aimed at keeping pupils and staff safe at all times in accordance to Trust / school policy • Provide detailed feedback to Teachers on lesson content via the effective use of assessment, pupil responses and their attitudes to learning (behaviour) • Use behaviour management strategies in line with the Trust policy to ensure a purposeful learning environment which encourages pupils to interact and work cooperatively

- Organise and safely manage learning environment and resources
- Effectively deploy teaching assistants as required, including CPD and sickness cover
- Lead meetings with parents or relevant professionals (which may be held outside of school hours), providing constructive feedback on pupil progress, achievement and behaviour under the direction of the Head Teacher
- Exchange information with parents both verbal and written, supporting their child's attendance, access and learning, and home to school and community links in accordance to the School/ Trust policy
- Effectively use IT assessment, recording and reporting systems, for example Evidence for Learning and Arbor
- Monitor pupil progress with Teachers through a range of activities, assessing responses to learning tasks and modifying methods to meet pupil needs
- Provide constructive feedback to pupils in relation to their progress and achievements providing meaning and relevance in the way this is communicated
- Contribute to observations and assessments planned by the Teacher, providing reports/ evaluations to enable support for specific pupils
- Contribute to any multi-agency team meetings for specified pupils; implement outcomes identified accordingly (e.g. – sensory integration recommendations)
- Support and lead training for Teaching Assistants
- Organise and lead groups for offsite activities or visits, carrying out risk assessments as required meeting full compliance of the education off site visit policy held by the Trust/ school
- Undertake qualified first aid training; administer minor first aid as trained and assist in the dispensing of medically prescribed controlled drugs meeting the compliance measures expected by the school nurse
- Assist with the safe physical and medical needs of pupils including:
 - personal hygiene/self-care, for example toileting or changing
 - specialist care, for example one-to-one feeding where training has been undertaken
 - mobility needs, for example use of wheelchairs or hoists where training has been undertaken
- Meet emotional and behavioural needs of pupils, supporting the Teacher/ teaching team in managing challenging behaviour to prevent harm or disruption
- Supervise pupils during break times and plan/ organise play time activities
- Implement advice from professional/ specialist support staff involved in education of pupils
- Attend relevant meetings/ training days and assist in development of policies and procedures
- Raise any concerns in accordance with the school's safe guarding policies and procedures
- Support pupils in work placements which may include off site work experience and associated duties where relevant
- To line manage and conduct performance management/appraisal process for teaching assistants where relevant
- Seek any additional advice and guidance from the Headteacher in relation to any aspect of the role which provides further clarity

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Trust's pupils at all times
- Where required to work flexibly to support bespoke learning packages and pupil learning 'outside' of the school.
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate

- To undertake other duties appropriate to the post as require as identified by Trustees

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	<p>Meet and uphold the HLTA standards or equivalent qualification or experience</p> <p>Attainment of 5 GCSE's A-C (or equivalent) including English and Maths</p>	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty	Application
Skills and Experience	<p>Experience working with children in an education setting particularly those who have profound multiple learning needs; meeting such needs in all aspects of role/ responsibilities associated during the school day/ week</p> <p>Effective oral and written communication skills</p> <p>Good IT skills and ability to learn and effectively use electronic information systems</p> <p>Experience in administering medical procedures/delivering therapies</p>	<p>Experience in a supervisory role</p> <p>Experience working with SEN children or adults</p>	Application/ Interview
Specialist Knowledge and Skills	<p>Knowledge of curriculums, learning methods and lesson planning understanding that all learning needs to remain sequenced</p> <p>Able to react and deal effectively with challenging or unpredictable behaviours</p> <p>Ability to undertake compliance training to administer medical procedures where required</p> <p>Demonstrates a detailed awareness, understanding and commitment to the protection and safeguarding of children and young people at all times</p>		Application/ Interview

	Demonstrates an awareness, understanding and commitment to equal opportunities		
Behaviours and Values	<p>Be flexible to work independently in a responsible manner</p> <p>Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team</p> <p>Demonstrate leadership qualities and set examples of positive behaviours</p>		Application/ Interview

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff