

**Role Profile:** Higher Level Teaching Assistant  
**Reporting to:** Vice Principal  
**Responsible for:** n/a

**Important Functional Relationships:**

**Internal** - Staff within Wave Mat Academy

**External** - Principals and other school-based staff; Students and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non statutory

**Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

**Main purpose of the Role:**

- To assist the delivery of outstanding lessons, leading to significant progression and attainment for all students.
- To actively implement the Academy's behaviour policy and systems in order to assist the delivery of outstanding education to our students.
- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement



## **Duties and responsibilities**

### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase participation and achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the Academy's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- In collaboration with the Class Teacher, organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Where applicable, use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher, or Senior Leadership Team
- Support pupils across the Academy
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Encourage appropriate social behaviour, during Academy hours both in and out of Academy and cater for the general welfare of children;
- Accompany children on educational visits under the direction of the Teacher;
- Make, devise and maintain equipment as required, ensuring that the classroom is kept in a clean and tidy condition;

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Understand the cohort and plan accordingly
- Prepare the classroom for lessons



- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher/ SLT
- Communicate their knowledge and understanding of pupils to other Academy staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the Academy
- Develop effective professional relationships with colleagues
- Report behaviour or change to behaviour at Briefing/ Debriefing

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Academy's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision
- Make a positive contribution to the wider life and ethos of the Academy

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our Academy's child protection policy
- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe



### **Professional development**

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Academy
- Take part in the Academy's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside Academy
- Have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the school community

Respect individual differences and cultural diversity. The HLTA will be required to safeguard and promote the welfare of children and young people, and follow Trust policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

**To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);**

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job



**Person Specification**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>• Substantial experience in main stream/special school;</li> <li>• Planning, delivering and monitoring specific aspects of the curriculum as defined by the Teacher/ SLT</li> <li>• Evidence of an ability to develop and maintain relationships with stakeholders built on honesty and integrity;</li> <li>• Display Personal and Interpersonal development and team-working skills;</li> <li>• Provide support and leadership to children on educational visits;</li> <li>• Pro-actively plan, organise and manage workload;</li> <li>• Display reflective practice and reflexivity;</li> <li>• Display knowledge and understanding of appropriate use of ICT in an education setting;</li> <li>• Display regular evidence of initiative taking;</li> <li>• Display robust self-management skills with regard to problem solving;</li> <li>• Experience of successfully working with children with SEBD;</li> <li>• Proven record of behaviour management;</li> <li>• Experience of working with disaffected children either in a special or main-stream setting;</li> <li>• Knowledge and understanding of children with medical difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in SEN;</li> <li>• Experience of supervising Teaching Assistants;</li> <li>• Undertake analysis and synthesis of complex information.</li> </ul>
Education & Training	<ul style="list-style-type: none"> <li>• 5 GCSE to include English and Maths or equivalent</li> <li>• Level 2 Certificate in Supporting Teaching and Learning in Schools, or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification relevant to post</li> </ul>
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>• Robust self-management skill;</li> <li>• Proven ability to successfully teach a range of subjects at different key stages;</li> <li>• Proven ability to lead on a core subject area;</li> </ul>	



Any Additional Factors	<ul style="list-style-type: none"><li>• Regular access to a car;</li><li>• Current driving licence;</li><li>• Motor insurance certificate with Business use;</li><li>• Strong team player</li></ul>	
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