



JOB DESCRIPTION

Title: Higher Learning Teaching Assistant

Grade: TPLTSS 6

Main purpose of the role

In collaboration with class teachers and other support staff, the post holder supports, plans, prepares and delivers elements of learning to students on a one to one, small group or class basis.

Main Duties and Responsibilities

Work with classroom teachers to support the learning and assessment of individual pupils or groups as required, (through a range of activities using specific area/s of expertise expected at an HLTA level), and in collaboration with other support workers such as Learning Mentors, TAs, LSAs etc.

Contribute to the planning, monitoring and assessment cycle for pupils, providing systematic assessment feedback to teachers, keeping records and liaising over the writing of learning journeys and PSPs as part of the professional team.

Support teachers in raising attainment in targeted lessons or subjects by assisting with planning and preparing of lesson materials and learning objectives, under the direction of a member of the teaching staff, for individual pupils, small groups or a whole class.

Support teachers in raising attainment in timetabled (PPA) or targeted lessons by leading on delivery of whole lessons or elements of a lesson, for individuals, small groups or for a whole class under the general direction of the teacher.

Support special projects and develop a specialist area of expertise within the school in support of learning and curriculum development and PPA time, as directed by the Headteacher.

Provide continuity by leading the learning for classes in the event of a planned or unplanned short term absence of a teacher where the post holder has been involved in the planning and preparation of the lessons under the supervision of the teacher. Such an arrangement will be reviewed by the Headteacher within timescales detailed in national guidance or in any event within two days to ensure the best interests of the pupils are being met.

Support the learning of a class in the unplanned short term absence of a teacher in a year group or subject area where the post holder doesn't normally work, using the teacher's schemes of work and resources. This arrangement will be on ad hoc and monitored closely by the Headteacher to ensure the best interests of the pupils are being met.

Provide classroom supervision to maintain order in the unavoidable short term absence of a teacher.

Under the general direction of the Headteacher, contribute to developing and delivering pastoral support to pupils (including personal care) through a range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all.

Under the general direction of the Headteacher, contribute to the development, deployment and evaluation of the effectiveness of support staff services in school and contribute to the development of whole school policies for the deployment of support staff in the school.

Generic Items

To be aware of and understand the school's Equality and Diversity Policy and the council's Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policies.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

Review and develop own professional practice, maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based but will include visiting schools within the Trust for meetings and to support schools with financial activities.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

This role involves working with children on a daily basis and is therefore in regulated activity.

Supervision and Work planning

Works within a framework as directed by senior colleagues, takes responsibility for planning and delivering within this framework. Maintain ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

Works within the school framework and contributes to discussion re school and team development.

Liaises with teaching and support staff and contributes to strategies to help raise student attainment.

Under the supervision of teachers, joint short to medium term planning in collaboration with support and teaching staff, responsible for preparation and delivery of differentiated resources in order to meet the needs of individual or groups of pupils.

Uses initiative to support pupils and colleagues in classroom context and beyond. The post holder is expected to operate independently within the agreed framework of whole school policies. Professional judgment is applied in relation to pupil support. School policies and referral procedures must be followed, particularly re child protection.

Supervisory responsibility

No supervisory responsibility.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Contacts

All members of teaching and support staff. Parents and carers and some external agencies and identified pupils in dealing with the motivation of pupils showing sensitivity and diplomacy and professionalism. Able to confidently demonstrate good practice for colleagues and maintain the balance between teaching and support staff expectations.

Person Specification

Job Title: Higher Learning Teaching Assistant

Assessment criteria	Essential	Desirable
Qualifications	<p>Maths and English GCSE grade A - C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent (supporting teaching & learning)</p> <p>HLTA status</p>	TA Foundation Degree
Work related experience and associated vocational training	<p>Considerable experience working as a Teaching Assistant at level 3 in a school including large groups and on occasion whole classes.</p>	<p>Working with pupils of school age within other appropriate contexts</p>
Specialist knowledge	<p>Demonstrate sound knowledge and understanding of:</p> <ul style="list-style-type: none"> • Child Protection procedures, • SEND code of practice. • A specific area of curriculum/pastoral expertise which they are prepared to further develop within the post. 	<p>Specific skills relating to the job description.</p>
Job related skills	<p>Competent ICT Skills</p> <p>Excellent and effective communication skills</p>	
Personal skills	<p>Ability to work flexibly within a team and motivate students.</p> <p>Demonstrate a professional attitude</p> <p>Ability to work effectively with a wide range of people across the school and from outside</p> <p>Reliability, motivation and resilience under pressure</p>	

Special working conditions	Attendance at directed times as contract	Attendance at events beyond school hours, by agreement
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	