



Blackburn Diocese Multi Academy Trust

Recruitment Pack

Higher Level Teaching Assistant (Permanent)

Faith in
Learning...

...Belief in
Achievement.

Cidari Education Multi Academy Trust Clayton House, Walker Park, Blackburn, BB1 2QE

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Our Mission

‘To provide high quality education for all children based on clearly established Christian values and principles’



Mission Statement

Mission Statement: TO LOVE, TO LEARN, TO LIVE

Vision Statement: We have a vision to be a school that treasures and loves every individual. Our children have a thirst for learning, love for life and embrace the future with Christian hope and confidence.

“Watch, stand fast in the faith, be brave, be strong. Let all that you do, be done with love.” *1 Cor 16 v 13-14*

Job Title:	HLTA
Grade:	NJC Grade Grade F- SCP 25 – 29 (FTE £22,658 - £25,951 per annum)
Start Date:	September 2017
Academy:	Darwen St James' Primary School – A Church of England Academy, St James' Crescent, Darwen, Lancs, BB3 0EY
Responsible to:	Headteacher

Role Profile



Higher Level Teaching & Learning Assistant

(HLTA)

Scale

NJC Grade F SCP 25 – 29

Based at

Darwen St James' Primary School – A Church of England Academy

Purpose of the role (job statement)

To assist the teacher to plan, prepare, deliver and assess learning activities for individuals, groups and whole class both in and out of school to enrich curriculum learning.

To be responsible for the management and development of a specialist area within the Academy

Key Responsibilities

Support to Pupils

1. Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners
2. To set and ensure high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds
3. To assess the needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs
4. To develop and implement IEPs in conjunction with the teacher
5. To promote independence and employ strategies to recognise and reward achievement within established Academy procedures
6. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the HLTA and / or the teacher
7. To provide feedback to pupils on their progress and achievement
8. Work with individual pupils to set behavioural targets and to monitor these in and out of the classroom

Support for Teachers:

1. To act as role model for good pupil behaviour and promoting positive values and attitude. Anticipate and manage behaviour constructively, promoting self control, discipline and a purposeful learning environment
2. To liaise sensitively and effectively with parents and carers, supporting their role in pupils' learning and attend meetings with parents to provide constructive feedback on pupil progress and achievement
3. Use teaching and learning objectives to produce challenging learning outcomes and lesson plans, worksheets, plans etc. within the agreed system of supervision
4. To deliver learning activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs. This will involve individual, group and whole class work, working independently of the class teacher

5. To support the teacher by delivering local and national learning strategies (e.g. literacy, numeracy and early years); initiating other learning activities to support the development of pupils' skills and recording achievement, progress and feeding back to the teacher
6. Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies, against pre-determined learning outcomes
7. To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence
8. Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme
9. To be responsible for systematic recording of pupils' progress and achievement in lessons, providing evidence of range and level of progress and achievement
10. To be responsible for the planning, mounting and displaying of pupils' work in the classroom and at whole school level, contributing to learning outcomes
11. To organise and manage safely, learning activities, the learning environment and resources for which responsibility has been given
12. To select and prepare resources necessary to lead / support learning activities, taking account of pupils' interests, language and cultural backgrounds
13. To administer and assess / mark routine primary tests and invigilate tests as required

Support for the Academy:

1. To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
2. To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
3. To attend and participate in meetings as required
4. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues and use this to lead, advise and support others
5. To provide appropriate guidance supervision and assist in the development and training of staff as appropriate
6. To supervise pupils out of lesson time
7. To guide and develop the work of other adults supporting teaching and learning in the classroom

Common Core of Skills and Knowledge for the Childrens Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future.