

# Job Description

<b>POST:</b>	Higher Level Teaching Assistant (HLTA) Level 3
<b>LOCATION:</b>	Oasis Academy Leesbrook
<b>WORKING PATTERN:</b>	Permanent, Term Time Only (39 weeks including Staff INSET Days) Monday – Friday, 08:00 – 16:00
<b>RESPONSIBLE TO:</b>	The Principal, under the day-to-day management and leadership of SENCo
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and associate staff; partner professionals; parents; students; local community; other Oasis Academies and Oasis Community Learning central staff.
<b>JOB PURPOSE:</b>	<p>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.</p> <p>The post holder may be responsible for the line management of other support staff and/or lead on a specialist teaching and learning provision (eg – for students with learning, behavioural, communication, social, sensory or physical challenges or in a particular learning area such as ICT, literacy, writing, numeracy or a national curriculum subject).</p>
<b>SALARY RANGE:</b>	SCP 13–17 Pro-Rata Full time equivalent £26,873 - £28,770 Pro-Rated Salary £23,012 - £24,637 + plus Local Government Pension Scheme
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>APPLICATION CLOSING DATE:</b>	11.12.2023
<b>INTERVIEW DATE:</b>	w/c 11.12.2023
<b>START DATE:</b>	ASAP

## SPECIFIC RESPONSIBILITIES:

1. Work with classroom teachers to support the teaching, learning and assessment of individual students or groups as required, through a range of activities using specific area/s of expertise expected at an HLTA level which engage and motivate students recognizing the diversity of their interests and needs), and in collaboration with other support workers such as TAs.

2. Contribute to the planning, monitoring and assessment cycle for students (including the invigilation of exams), providing systematic assessment feedback to teachers, keeping records and liaising over the writing of student reports.
3. Support teachers in improving student participation and progress and to the raising of 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 students, small groups or a whole class
4. Support teachers in raising attainment in timetabled 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.
5. 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 Principal within timescales detailed in national guidance or in any event within two days to ensure the best interests of the students are being met.

6. 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 Principal to ensure the best interests of the students are being met.
7. Provide classroom supervision to maintain order in the unavoidable short-term absence of a teacher.
8. Under the general direction of the Principal, contribute to developing and delivering pastoral support to students (including personal care) through a range of appropriate strategies including, but not limited to, reducing barriers to learning and improving accessibility to the curriculum and supporting social and emotional wellbeing (which includes but shall not be limited to leading a Tutor Group).
9. Supervise students between lessons and when entering and leaving the Academy site.
10. Subject to receiving appropriate training, to contribute to the Academy's First Aid provision.

## **ORGANISATIONAL RESPONSIBILITIES**

- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.

- Review and develop own professional practice, maintain effectiveness as a member of the academy 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.

### **Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **OTHER:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

### **Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# Person Specification

## Higher Level Teaching Assistant (HLTA) Level 3

**Our Purpose** The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education, inspirational leadership, deep learning and healthy communities.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent.</li> <li>NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent (supporting teaching &amp; learning)</li> <li>HLTA status (or prepared to undertake qualification in first 2 years)</li> </ul>	<ul style="list-style-type: none"> <li>TA Foundation Degree</li> <li>First Aid Certificate</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English'</li> <li>Considerable experience working as a Teaching Assistant at NVQ Level 3 in a school including group teaching</li> <li>Demonstrate passion for and comprehensive understanding of a specialist area of teaching and learning</li> <li>Demonstrate sound knowledge and understanding of:               <ul style="list-style-type: none"> <li>➤ Effective child protection and safeguarding practice and procedures</li> <li>➤ SEND Code of Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a team or organising and overseeing the work of others</li> <li>Experience of leading beyond their own classroom in a specialist area of teaching and learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good IT skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organizational skills Ability to encourage and motivate learning with high expectations of behaviour</li> <li>• Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders</li> <li>• High level of discretion and confidentiality</li> <li>• Reliability, motivation, adaptability and resilience under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people and their families</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.</li> </ul>	