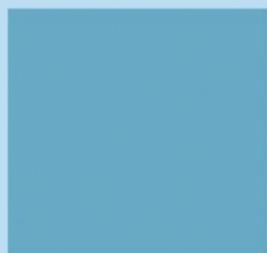
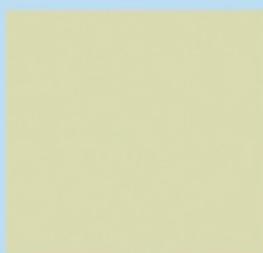




JARROW SCHOOL



Excellence in Education



Higher Level Teaching Assistant



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



02.

Job Description

POST TITLE: Higher Level Teaching Assistant (HLTA)
RESPONSIBLE TO: Associate Assistant Headteacher - SENCo

Overall Objectives of the Post:

To work under the guidance of teaching/senior staff, to plan and implement agreed work programmes with individuals/groups, in or out of the classroom. This could include supervising and delivering learning activities to whole classes during the absence of teachers.

Key Tasks of the Post:

1. You will provide support to pupils. You will:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of pupil profiles
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

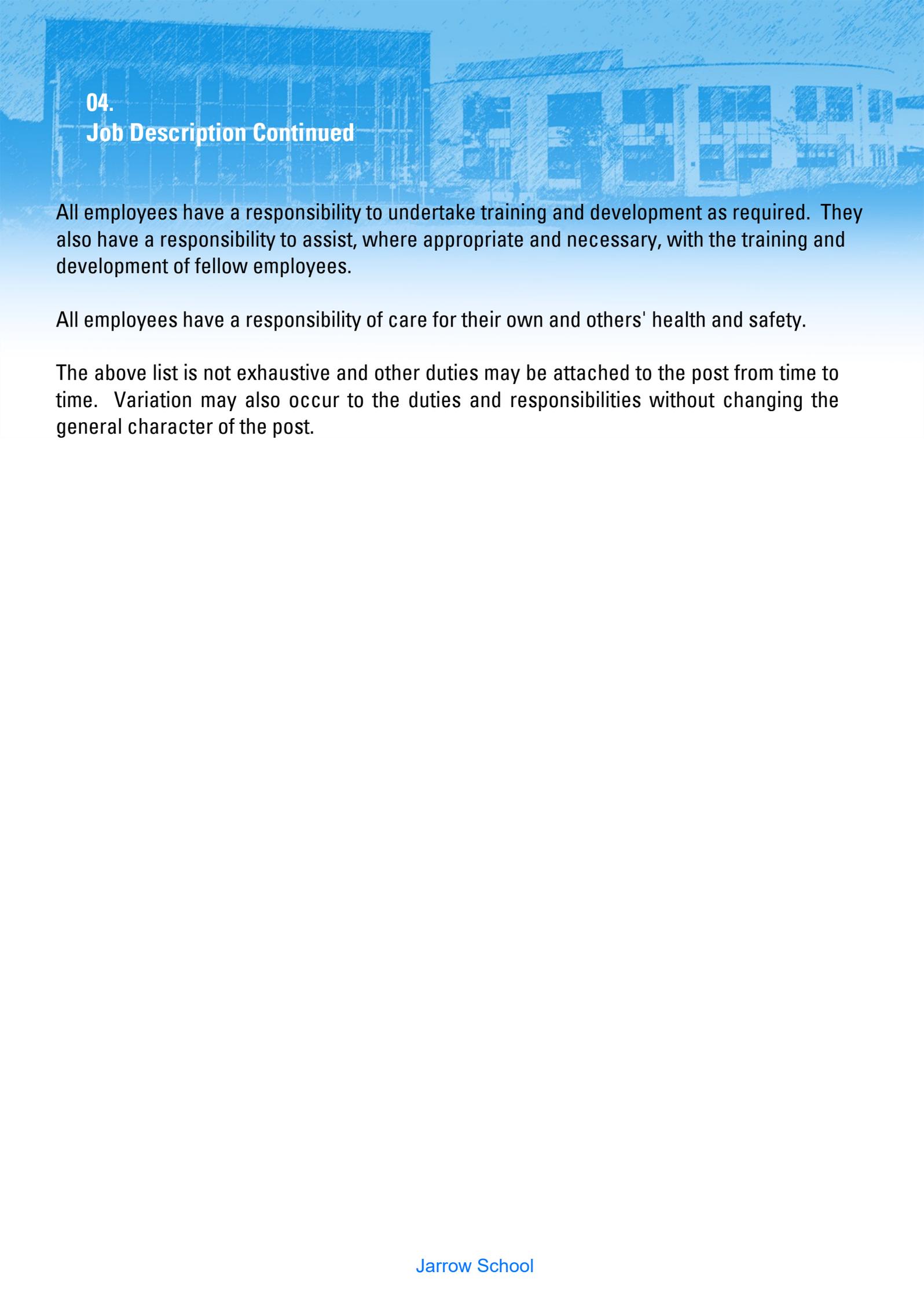
2. You will provide support for the Teacher. You will:

- Work with the teacher to establish an appropriate learning environment
- Work individually and/or with the teacher in lesson planning, developing, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress

03.

Job Description Continued

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
 - Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
 - Administer and assess routine tests and invigilate exams/tests
 - Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
3. You will provide support for the curriculum. You will:
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
 - Implement local and national learning strategies e.g. literacy and numeracy
 - Support the use of ICT in learning activities and develop pupils' competence and independence in its use
 - Help pupils to access learning activities through specialist support
 - Determine the need for, prepare and maintain general and specialist equipment and resources
4. You will provide support for the school. You will:
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - Contribute to the overall ethos/work/aims of the school
 - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
 - Attend and participate in regular meetings
 - Participate in training and other learning activities as required
 - Recognise own strengths and areas of expertise and use these to advise and support others
 - Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
 - Undertake planned supervision of pupils' out of school hours learning activities
 - Supervise pupils on visits, trips and out of school activities as required



04.

Job Description Continued

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

05. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> ▪ 5 A*-C GCSE qualifications (or equivalent) including English and maths ▪ Advanced level qualifications (or equivalent) ▪ HLTA qualification or working towards this qualification 	<ul style="list-style-type: none"> ▪ Degree ▪ Teaching qualification 	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates
Work Experience	<ul style="list-style-type: none"> ▪ Experience of employment or voluntary work relevant to the education and inclusion of young people ▪ Work as part of a team 	<ul style="list-style-type: none"> ▪ Formal employment in education/ youth work ▪ Wide range of classroom experience 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Good communication involving oral, written and IT skills ▪ Ability to self motivate ▪ Knowledge of issues relating to raising achievement 	<ul style="list-style-type: none"> ▪ Skill in negotiating with teaching staff 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
Disposition	<ul style="list-style-type: none"> ▪ Calm and able to work in busy environments and to short deadlines ▪ Patient and assertive ▪ Committed to the support and development of young people 	<ul style="list-style-type: none"> ▪ Disposed to undertake professional development ▪ Good humour and common sense 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview
Circumstances	<ul style="list-style-type: none"> ▪ Able to be flexible in approach to work ▪ Able to offer extra-curricular activities 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References

06. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

Noon on Monday 13 January 2025

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.