



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Higher Level Teaching Assistant
Grade:	7
SCP:	SCP 24 – SCP 28
Conditions of Service:	Support Staff Contract
Responsible to:	Headteacher

Job Purpose

The post holder will support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities. This involves working in conjunction with the teacher to prepare curriculum content to work with one or more class teachers and take some classes. This would also include monitoring, assessing, recording and reporting on pupil development, progress and attainment. The post-holder will be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher to the class or group. H/she will operate with a high level of delegated authority under an agreed system of supervision.

Key Responsibilities

Main Duties

- Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present) using detailed knowledge, experience, specialist skills and training.
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Develop and implement pupil's Individual
- Education/Behaviour/Support/Mentoring Plans and review progress.
- Organise and manage appropriate learning environment and resources.
- Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities/work plans as appropriate.
- Undertake more complex marking of planned work.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to purposeful learning environment.
- Co-ordinate and organise pupils attending extracurricular activities/work experience or other out of school activities (where appropriate).
- Invigilate exams/tests within the school environment.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs with the support of a qualified Teacher.
- Contribute to curriculum planning, evaluation and implementation.
- Use ICT effectively to support learning activities.
- Contribute to the development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils with appropriate support.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- Meet HLTA standards or equivalent qualification and experience.
- Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent.
- NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification).

Experience / Knowledge / Skills

- Full working knowledge of relevant policies/codes of practice including school performance management policies.
- Three years' experience of working to support children's learning, gained in a relevant environment.
- A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery.
- In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.
- Understanding of principles of child development and learning processes.
- Ability to plan effective actions for pupils at risk of underachieving.
- Have experience of, or demonstrate the ability to manage a team, including the monitoring, evaluation and prioritisation of others' work.
- Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff. Effective use of ICT to support learning.
- Use of other equipment technology – e.g. photocopier.
- Well-developed interpersonal skills to be able to relate well to a wide range of people.
- Excellent communication skills

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 03.02.2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.