

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                   |                                                                                            |                   |                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------|
| <b>Job Title</b>  | Higher Level Teaching Assistant                                                            | <b>Location</b>   | Ash Green School                                                                         |
| <b>Salary</b>     | NJC Scale H point 17 - 22 FTE<br>£31,022 - £33,699 - Actual salary<br>of £26,682 - £28,984 | <b>Hours</b>      | Term Time, 37 hours per week,<br>38 weeks plus INSET days<br>(total working weeks of 39) |
| <b>Department</b> | Support Staff                                                                              | <b>Reports To</b> | Reporting to the Send Co-ordinator                                                       |

## JOB PURPOSE:

To support the Principal and teaching staff in their aim to improve students' achievement and provide a positive learning environment.

To be a team member, undertaking duties as required to meet the needs of the school and the team.

To be a part of the SEND Team to help improve the outcomes for students. Most work will be in a classroom leading work with small groups or 1:1 situations.

## KEY RESPONSIBILITIES AND DUTIES:

### MAIN RESPONSIBILITIES

- To take responsibility for the support of individuals or groups of students enabling them to develop appropriate academic skills, including the development of students' literacy and numeracy to an appropriate level.
- To support students' learning and achievement through effective use of resources, including e-resources, the virtual learning environment, and the internet.
- Work with individuals or groups to ensure they are able to access learning and make progress.
- Support students in developing and improving areas of difficulty, e.g. language, reading, spelling, handwriting etc
- To help students with the organisation, recording and completion of work
- To prepare and adapt materials and resources to enable students to access learning and in response to student need.
- To be linked with a learning area e.g. English, Science or Humanities and work closely with this team to plan and prepare lessons collaboratively, as well as evaluating their success
- Provide detailed feedback on lessons, student response to learning activities, progress, and impact.
- Promote and support the inclusion of all students with specific needs including participation of enrichment activities.
- Promote and reinforce children's self-esteem and independence and employ strategies to promote self-reliance in learning.
- Encourage acceptance and integration of children with special needs, or with a different first language.
- Support the role of parents in students' learning and contribute to/ lead meetings to provide constructive feedback on progress and achievement.
- Evaluate students' progress through a range of assessment methods.
- Assist in maintaining and analysing records of students' progress.
- Provide reports, evaluation and other information to assist in the provision of appropriate support for specific children.

# JOB DESCRIPTION AND PERSON SPECIFICATION

- Contribute to the overall ethos, work and aims of the Academy by attending relevant meetings and contributing to the development of policies and procedures within the academy.
- Participate in meetings and training evenings/days as directed.
- Receive instructions directly from professional or specialist support staff involved in education.
- Promote the safeguarding of children and follow reporting procedures.
- Attend relevant training as identified.
- Lead on Early Helps for named students.
- Provide support for named students during internal and external tests and examinations.

## SCHOOL ETHOS AND COMMUNITY

- Work with parents and students to ensure that they understand the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

## PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.

## SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues, participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

All actions must be carried out in line with school policy, ensuring confidentiality, accuracy, and the wellbeing of pupils at all times.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the principal.

| JOB REQUIREMENTS: |                                                                                                                                                                              |                                                                                                               |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|                   | Essential                                                                                                                                                                    | Desirable                                                                                                     |
| QUALIFICATIONS    | <ul style="list-style-type: none"><li>• Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths or NVQ Level 2</li></ul> | <ul style="list-style-type: none"><li>• Working knowledge of school information management systems.</li></ul> |

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                      |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Experience of providing support and guidance for young people</li> <li>• Experience of planning and managing tasks in a timely and effective manner and work to specified deadlines.</li> <li>• Training in relevant learning strategies e.g. literacy</li> <li>• Evidence of specialism in specific curriculum areas or areas of learning difficulty</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of working with children and young people</li> </ul>         |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Ability to communicate effectively and relate well to all stakeholders.</li> <li>• Willingness to contribute to extra-curricular activities.</li> <li>• Ability to work as part of a team.</li> <li>• Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies.</li> <li>• Able to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Ability to organise the classroom activities e.g. preparing and setting out resources</li> <li>• Ability to deal with sensitive information in a confidential manner.</li> <li>• Ability to help children and young people to transfer their learning to other part of their lives.</li> <li>• Ability to use own initiative and work flexibly</li> </ul> | <ul style="list-style-type: none"> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> </ul> |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Strong aptitude for working with young people, showing confidence and enthusiasm in supporting their development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                      |

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                        | <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills to support learning across a range of subjects.</li> <li>• Reliable organisational skills, including managing time, resources and competing priorities effectively.</li> <li>• Ability to build positive and professional working relationships with both pupils and adults.</li> <li>• Proven ability to communicate clearly, accurately and appropriately in both written and spoken form.</li> </ul>                                                                                                                                            |  |
| <b>CREATIVE EDUCATION TRUST VALUES</b> | <p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p> |  |
| <b>EQUAL OPPORTUNITIES</b>             | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>SAFEGUARDING</b>                    | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>OTHER REQUIREMENTS</b>              | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**