



# Manor High School

Excellence - Inspiration - Care - Respect

Copse Close, Oadby, Leicestershire LE2 4FU

Phone: 0116 271 4941 Fax: 0116 272 0277

admin@manorhigh.leics.sch.uk

www.manorhigh.leics.sch.uk

Headteacher: Mr L Powell

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.*

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA)
<b>Oak Trust Grade:</b>	5
<b>Salary</b>	£17,539 – £19,364 per annum (81.24%FTE)
<b>Hours:</b>	35 hours per week term time only, (8.30am – 4.00pm, 30 minutes unpaid lunch break), plus 5 days for attendance at staff meetings and INSET days
<b>Responsible to:</b>	SENDCO / Class teacher / Headteacher
<b>Job Purpose:</b>	To work under the direction and supervision of a teacher to contribute to the planning, delivery, and evaluation of learning activities for whole classes, groups, and individual students. Specified work may be delivered to whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision) and/or on a more ad hoc basis as part of the school's strategy for planned absences.

## Main Duties & Responsibilities:

- To contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on student engagement and achievement
- To contribute to the planning, delivery, and evaluation of learning activities for groups and individual students, planning your own role and providing feedback on student engagement and achievement
- To devise clearly structured learning activities for individuals, groups, and whole classes, to interest and motivate students and advance their learning
- To organise and manage learning activities in ways which keep learners safe
- To support students pastorally through work as a form tutor
- To promote and support the development of student's self-reliance, self-esteem, and emotional resilience
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback
- To monitor learners' responses to activities and modify your approach accordingly
- To support the physical, intellectual, emotional, and social development of students, contributing to planning and facilitating young people's learning and development



## OAK Multi Academy Trust

(Trading as Manor High School)

Registered Office: Copse Close, Oadby, Leicestershire LE2 4FU

Company number: 07695364 (Registered in England and Wales)





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- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy
- To develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting learning
- To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum
- To prepare and utilise ICT resources to support your professional activities and to advance students' learning
- To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities
- Having regard to equality of opportunity, to provide care and encouragement to all students, planning for and supporting their participation in activities and liaising, if required, with parents / carers / other professionals as appropriate
- To provide support for bilingual / multilingual students if required
- To invigilate internal and external tests and examinations under formal conditions
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required)
- To assist with the maintenance and analysis of student record keeping systems, including recording agreed updates to individual records
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school
- To supervise a whole class in the event of the unplanned absence of the teacher, ensuring that the students are engaged in work and activity as set by a teacher, and managing any behaviour issues that may arise in accordance with school/college policy.
- To advance the learning of a whole class in the event of the planned absence of the assigned teacher, ensuring that the students are engaged in appropriate learning activities and managing any behaviour issues that may arise in accordance with school/college policy.
- To have responsibility for the day to day management of Teaching Assistants in order to develop their working practices
- To support TAs in identifying their own learning needs and help provide opportunities to address these needs as appropriate
- To support and motivate volunteers, including briefing them on their responsibilities, giving them feedback on their work, and assisting them to resolve any problems that may arise



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- To contribute to the development and review of policies and practices relevant to classroom support staff
- To contribute to assessing and developing plans to meet the personal support needs of young people with additional requirements, and assist in the implementation and evaluation of the plans
- To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the student to attend school more regularly
- To support, as appropriate, in instances where students are unwell whilst at the school

To undertake any other task commensurate with the grade of the post, as directed by the Senior Leadership Team.

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*



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### Person Specification

**Job Title:** Higher Level Teaching Assistant

ATTRIBUTES	REQUIREMENT	
	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>• Qualifications or experience in supporting young people</li> <li>• Willingness to undertake relevant training</li> <li>• HLTA status (or QTS)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• First Aid qualification</li> </ul>
EXPERIENCE AND SKILLS	<ul style="list-style-type: none"> <li>• Experience of supporting, planning, evaluation, and delivery of learning activities for young people in a formal setting</li> <li>• Work experience in a similar / related post</li> <li>• Awareness of a range of frameworks that support the education, development, and well-being of young people</li> <li>• Ability to use initiative</li> <li>• Experience of managing student behaviour</li> <li>• Good organisational skills</li> <li>• Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of first level line management</li> </ul>
MOTIVATION	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Ability to work independently and take decisions when appropriate</li> <li>• Ability to prioritise workload</li> </ul>	
ATTITUDE AND TEMPERAMENT	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Adaptability</li> <li>• Sense of humour</li> <li>• Ability to work under pressure</li> <li>• Empathy</li> </ul>	

