

Academies Enterprise Trust

Job Description

Job Title: Higher Level Teaching Assistant

Location: Hall Road Academy

Hours of work: 30

Reports to: Phase Leader

Purpose of the Role:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, eg PPA time, course cover, teacher release time or short term absence.

Following discussions with the class teacher, activities will involve planning, preparing and delivering lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.

To be responsible for the quality of their activities (planning, delivery, follow-up etc) in line with school monitoring procedures.

May have specific responsibility for the management and development of a specialist area within the school.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Within an agreed system of supervision plan teaching and learning activities and evaluate and adjust lessons as appropriate.
- Deliver learning activities to pupils within an agreed system of supervision according to pupil responses/needs.

- Organise and manage an appropriate learning environment and resources in conjunction with the class teacher.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and
- monitoring
- strategies including implementing the school's marking and feedback policy.
- Provide objective, accurate feedback and reports to teachers/Phase Leaders.
- Liaise between Phase Leaders, teaching staff and teaching assistants to ensure learning activities are
- effective.
- To manage pupil behaviour, reporting difficulties in line with the behaviour policy.
- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding
- appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To be aware of and comply with policies and procedures relating to teaching and learning (presentation,
- marking
- and feedback, homework etc), child protection, health, safety and security, confidentiality and data
- protection,
- reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn
- And develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at
- lunchtimes.
- To accompany teaching staff and pupils on visits, trips and after school activities as required.
- To complete any additional tasks as directed by the Headteacher in order to support learning and school
- development.
- Support/model, as directed, in the training of students from educational institutions.

- Provide a model of best practice in education for visiting professionals from within the organisation and
- beyond.

Other specific duties:

- To play a full part in the life of the academy community
- To comply with the academy's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Principal not mentioned in the above

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: HLTA

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• HLTA status or QTS **	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Working with pupils of a relevant age to support their learning• Detailed understanding of assessment and learning to support pupil progress and school development• To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data• protection.• Detailed understanding of the importance of positive behaviour management	<ul style="list-style-type: none">• Appropriate knowledge of first aid
Skills		<ul style="list-style-type: none">• High level of numeracy/literacy skills• Use technology – computer, email, video, photocopier• Ability to relate well to children and adults	<ul style="list-style-type: none">• GCSE Maths and/or English grades A-C

		<ul style="list-style-type: none"> • Ability to work constructively as part of a team • Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes • Proven ability to plan using specialist knowledge, successful learning opportunities for small groups of children. • Ability to assess children's progress in line with school policy and procedure (eg marking & feedback, monitoring and evaluation) • Positively and effectively manage behaviour in line with school policy and procedure • The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English 	
Personal Characteristics	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits 	<ul style="list-style-type: none"> •

		Be big hearted	
		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK <ul style="list-style-type: none"> ○ Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	
Special Requirements		•	•