#### HHS_Primary Logotype_Light Blue

#### JOB DESCRIPTION

**Post Title:** **Higher Level Teaching Assistant: Humanities**

## Post Grade/Salary: SO1 £28356 to £30108 (pro-rata) Actual £ 25479 to £27053

**Hours of Work: 36 hours x 40 weeks**

Responsible to: SEN Manager & Head of Humanities

# Post Tenable: As soon as possible

**Purpose**

To support individual, group and whole class interventions in Humanities.

**The role will include:**

* supporting students with special educational needs (SEN), EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
* taking a leading role in managing and delivering Literacy support to students
* assisting in the delivery of Humanities
* developing methods of supporting students, both within and outside the mainstream, in achieving success in Humanities at Key Stage Three and Key Stage Four
* developing and leading Humanities learning groups for students with a range of abilities
* building the confidence of students to engage and achieve in the subject
* identifying and developing suitable pathways for students experiencing difficulty in engaging with the curriculum
* advising staff on general and specific issues around learning, especially those related to literacy
* contribute to the learning and motivation of all students
* assessing needs and developing and maintaining education and pastoral support plans
* building excellent relationships with students
* promoting inclusion in the school
* ensuring that students are challenged and encouraged to engage in school and aim high
* developing and maintaining excellent relationships with parents and carers to ensure that students are able to enjoy and achieve
* working to meet the learning and behavioural needs of students, including developing and leading individual and small group interventions
* promoting good student behaviour for learning, helping to resolve conflict and encourage responsibility
* liaising with and supporting appropriate staff inside and outside the school to help support students
* undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
* being a form tutor within the house structure, and supporting with administrative work within the house
* attending staff meetings for curriculum, tutor teams, etc
* supporting and complying with school policies on Child Protection, advising where needed
* providing high quality and flexible support, including on school trips and off site learning
* researching alternative provisions that may support student learning
* setting targets and providing feedback to students
* to take cover lessons when the occasion requires
* Undertake duties before school, after school, at break and lunch time as directed.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters

Effort

Achievement

Responsibility

Character

High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.