**Job Title: Higher Level Teaching Assistant**

Job Description

**JOB PURPOSE**

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| * To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve joint-planning with teachers, preparing and delivering learning activities for individuals/ groups, or short term for whole classes across all year groups in the school (Years 3-13). * Deliver specific time limited interventions in small groups or 1 to 1 * Monitor pupil’s progress and assessing, recording and reporting on pupils’ achievement, progress and development will be integral to this role. * To provide learning support within the context of our Self-Directed Learning Philosophy. * To fully engage in active participation in all staff meetings and CPD * Build positive working relationships and links with parents * Develop links with outside agencies who are working with the pupils |

**DUTIES**

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| **Specific DUTIES**   * Provide learning support for pupils & teachers within a Self-Directed Learning philosophy * Take a lead role in the provision of support for children with special educational needs and disabilities * Assess, manage and deliver learning support using knowledge and specialist skills * To work with pupils, understanding how to motivate and encourage them to achieve and develop through the development of their attributes, skills and knowledge * To work with the LSCO/ RSENCO and other teachers to develop and implement Pupil passports/ILPs/MSP. * To act as Key Worker for identified pupils, regularly liaising with parents and staff to ensure progress against Learning Plan targets * Promote the inclusion and acceptance of all pupils within the classroom * Encourage pupils to interact and work co-operatively with others and engage in all activities through support of their Attributes, Skills and Knowledge * To build and maintain successful relationships with pupils, treat them consistently and be concerned for their development as learners, supporting them and responding to their individual needs * Establish productive working relationships with staff and pupils * Organise and manage an appropriate learning environment and resources * Within an agreed system of supervision and the SDL philosophy, deliver challenging teaching and learning objectives * Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies * Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment * Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence * To be familiar with the school curriculum, the age related expectations of pupils and main teaching methods for age ranges in which you are involved * Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use, in line with the OneSchool ethos and general practice * Perform any duties that the Senior Leadership of the School shall from time to time determine and are appropriate to the post.   **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**   * Demonstrating high standards of personal integrity, loyalty, discretion and professionalism * Publicly supporting all decisions of the Head Teacher and the CA Team * Providing an example of ‘excellence’ as a leading learning support practitioner and inspiring and motivating other staff * Working with the Inclusion Leader and Head Teacher to sustain high expectations and excellent practice in teaching and learning for students with SEND throughout the school * Monitor and evaluate the quality of interventions and standards of pupils’ achievement and use benchmarks and set targets for improvement * To raise pupils’ standards of achievement and to evaluate teaching and learning * To help to prepare the school to achieve Outstanding in inspections   **General Duties**   * To perform such other duties as may be requested from time to time, commensurate with the role * Uphold and promulgate the OneSchool Global ethos within all areas of responsibility * Contribute to, share in and promote the wider and longer-term vision of One School Global. * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy * Comply with and support the implementation of all School and OneSchool Global UK policies * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same   **PERSONAL Duties**   * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels * Ensure high standards are maintained, progressed and promoted in all areas of work * To undertake appropriate professional development and positively participate in the appraisal of own performance * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable * Attendance at staff meetings as appropriate   **SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.  We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment |

**Reporting To**

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| * Reporting to LSCO/Regional SEND Coordinator |

**SUPPORT FOR THE ROLE**

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| OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance. |

**ISSUED BY**

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| OneSchool Global UK  Issue date: July 2019 |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB TITLE: Higher Level Teaching Assistant**

**PERSON SPECIFICATION**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Full working knowledge of relevant current policies, codes of practice and legislation * Experience of working with children of relevant age in a learning environment * Working knowledge and experience of implementing national curriculum and other relevant learning programmes and strategies * Understanding of statutory frameworks relating to teaching * Understanding of SEND procedures |  |
| **Education and Qualifications** | * Meet Higher Level Teaching Assistant standards or equivalent qualification or experience (NVQ Level 4/5) |  |
| **Skills and Abilities** | * Can use ICT effectively to support learning * Ability to work constructively as part of a team. Understanding classroom roles and responsibilities and your own position within these * Good communication skills written and verbal * Good organisational skills * A positive role model of professional practice and conduct of others |  |
| **Training** | * Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT * Willingness to undertake relevant training and identify own development needs * Committed to ongoing CPD and Professional development |  |
| **Attributes and Attitudes** | * Enthusiasm for helping support both staff and SEND students * Sensitivity to the needs of all individuals * Flexible approach and positive attitude towards work * Punctual and reliable * Ability to adapt to changes in the workplace |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.