



JOB DESCRIPTION

Post Title:	Higher Level Teaching Assistant: Humanities
Post Grade/Salary:	SO1 £29766 to £30708 (pro-rata) Actual £26,746 to £27,592
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.



PERSON SPECIFICATION

Higher Level Teaching Assistant: Humanities

- Experience of working with or caring for students with additional needs in the 10-18 age range
- Flexible approach to working hours
- Good Literacy and Numeracy skills and qualifications
- Higher Level Teaching Assistant qualification or the willingness to undertake one is desirable
- Good working knowledge of relevant policies and codes of practice
- Ability to plan effective interventions for students with a range of needs
- Ability to plan and deliver some learning to whole classes and small groups and Individuals
- Ability to use ICT and technology to support learning
- First aid training or the willingness to undertake it
- Understanding of the issues, processes and professionals around safeguarding Children
- A determination to ensure that all students are given the chance to succeed
- Understanding of the issues around working with students with all levels of Special Educational Needs and EAL
- Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment
- Commitment to equal opportunities
- Understanding of child development
- Willingness to reflect on your own practice and develop as a professional.

Training and Qualifications

- Completion of induction programme (although this can be completed when in post)
- Ability to use ICT and technology to support learning
- First aid training or the willingness to undertake it

Relationships with Young People

- Some experience of working with or caring for students in the 10-18 age range
- Ability to relate well to, and communicate with, children and adults
- Understanding of the issues around safeguarding children

Equal Opportunities

- A determination to ensure that all students are given the chance to succeed
- Commitment to equal opportunities

Professional Knowledge and Understanding

- Some understanding of the issues around working with students with Special Educational Needs and EAL
- Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment
- Some understanding of child development