



David Ross Education Trust

Broadening Horizons

## JOB DESCRIPTION

Job Title:

**Higher Level Teaching Assistant**

Location:

**Abbey C of E Academy**

**Daventry**

### **Job Purpose:**

To complement the teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies. To undertake specified timetabled teaching duties as agreed with the Headteacher.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes occasionally during the short-term absence of teachers including PPA.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

### **Reporting To:**

Mrs Deborah Godfrey, Principal

### **Salary:**

**NJC 5, FTE £24,790.00, pro rata for 32.5 hours/ 39 weeks**

## MAIN DUTIES AND RESPONSIBILITIES

- ★ Ability to organise, lead and motivate a team.
- ★ Ability to direct the work where relevant of other adults in supporting learning.
- ★ An understanding of classroom roles and responsibilities.
- ★ Good working knowledge of national curriculum and other relevant learning programmes.
- ★ An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- ★ Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- ★ Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- ★ Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- ★ Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- ★ Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.
- ★ Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- ★ Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- ★ Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- ★ Support the teaching of literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
- ★ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

## PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Have Higher Level Teaching Assistant Status or equivalent qualification or experience.	√		
★ GCSE Qualifications in English and Maths/ or qualifications equivalent to NVQ level 2	√		
★ Specialist training in relevant learning strategies in appropriate curriculum or learning area.		√	
★ First aid training.		√	
<b>Experience</b>			
★ Experience of working with relevant age groups within a learning environment.	√		
★ Experience of working with children with additional needs.	√		
★ Experience of general clerical/ administrative work	√		
★ Experience of working within a team		√	
<b>Skills and Knowledge</b>			
★ Ability to direct the work where relevant of other adults in supporting learning.	√		
★ An understanding of classroom roles and responsibilities.	√		
★ Good working knowledge of national curriculum and other relevant learning programmes.	√		

★ An ability to understand the principles of child development and learning processes and in particular barriers to learning.	√		
★ Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	√		
★ Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.	√		
★ Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback.		√	
★ Understanding of statutory frameworks related to teaching.		√	
★ Understand range of support services and other agencies as appropriate.		√	
<b>Personal Qualities and Ethos</b>			
★ Ability to organise, lead and motivate a team. ★	√		
★ Ability to plan effective actions for pupils at risk of underachieving.		√	
<b>Equal Opportunities</b>			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	√		
<b>Safeguarding</b>			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	√		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	√		

★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***