

Postholder : TBC
Post : Higher Level Teaching Assistant
Grade : Scale 5
Hours : 31 hours 50 mins per week, 39 weeks per year (ie term-time only + 5 training days)
8.30am-3.30pm daily except Wednesday 8.30am-4.30pm
Additionally 1 hour per week (2x 30 min) lunch duty - optional
Responsible to : SENCO/ Deputy SENCO

Main purpose of the job:

Provide higher -level support to students with identified special needs – particularly in relation to one or more of the following programmes - securing maximum possible access to the school curriculum and maximum possible educational success for the students, including at all points of transition between key stages:

- Numeracy
- SEMH

Main Responsibilities:

- Carry out higher level responsibilities equivalent to Scale 5, as follows :
 - Draw on specialist skills and knowledge to provide targeted higher-level individual, small group or in-class support to identified students – utilising an appropriate variety of support methods and resources, including ICT, as appropriate to the individual needs of students.
 - Lead staff training in relation to specialist area(s) as required.
 - Attend and, where appropriate, lead meetings as required in relation to specialist area(s).
 - Liaise with teaching staff, support staff and external agencies.
 - Lead, monitor and review any specialist programmes in relation to specialist area(s).
 - Work collaboratively as required with other HLTAs to ensure efficient and effective coordination of higher-level provision.
 - Take a share in Quiet Room supervision, with other HLTAs and other staff as appropriate, as directed by the SENCO.
 - Develop and maintain appropriate specialist resources in relation to specialist area(s) – including, as necessary, resources relating to examinations to be sat by students.
 - Ensure information in relation to students supported is appropriately shared, following agreed school policy.
 - Attend out of-hours meetings as necessary – eg Parents' evenings – as consistent with agreed school policy.
- In addition, carry out as necessary all responsibilities associated with the job description for TA scale 3, including :
 - Providing proactive support to individual students and/or groups of students, as directed by teachers and/or Key Stage TA Team Leaders.
 - Contributing to records of students' progress and achievements, as per agreed school procedures.
 - Providing practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning.
 - Working collaboratively with other colleagues to support students with special needs.
 - Delivering intimate care –eg support with toileting and changing) – as necessary.
 - Undertaking the regulatory safeguarding training
 - Reporting any safeguarding issues arising to the appropriate person, as per agreed school procedures.
 - Ensuing information in relation to students supported is appropriately shared, following agreed school policy.
 - Attending meetings within school time as required.
 - Contribute as required to student supervision duties, including at the following times :
 - Before and after school
 - Break
 - Lunchtime
 - Participate as appropriate in the school's agreed Performance Management Programme.
 - Support the ethos, values, aims and objectives of the school.
 - Actively comply with all school policies and procedures.
 - Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Headteacher or other immediate line manager(s).

Selection Criteria

- A level 3 qualification, ie A level pass or equivalent (or substantial relevant experience)
- Successful experience of working as part of a team and sometimes directing the work of others.
- Good communication, interpersonal and relationship-building skills.
- Evidence of ability to forge positive relationships with students and adults.
- Understanding of and commitment to inclusive practices.

- Understanding of the differing ways in which students learn and factors which may affect progress.
- Understanding of and commitment to the values and ethos of Morpeth School.
- Commitment and willingness to undertake appropriate training in relation to the post.
- Demonstrable ability to provide higher-level support to secondary-aged students across all year groups 7-13.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Morpeth School
- Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.

'The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf'. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).