

PRIESTLANDS SCHOOL

Higher Level Teaching Assistant – Inclusion/Behaviour



Responsible to: Headteacher
Reports to: Head of Alternative Provision

Salary Scale: Grade D - £23,703 - £26,401 (pay award pending) pa full time equivalent
Actual Salary £20,329 - £22,643
37 hours per week; usually 8.30am – 4.30pm Monday to Thursday
and 8.30am – 4.00pm on Friday (includes a 30 minute unpaid break per day)
Some flexibility to the above working hours will be needed at times to support the operational requirements of the school
39 working weeks per year (term time only), 44.6 paid weeks to include holiday pay

List of Principal Duties

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students, including where appropriate, those with special educational needs and disabilities (SEND)
- Assume whole class responsibility for teaching and learning, as directed by the teacher
- Supervise students, delivering learning activities to small groups of students, assessing the students needs using detailed knowledge and specialist skills to support student learning, evaluating and adjusting lesson plans as necessary
- Independently administer the school's 3.00-4.30pm (or equivalent) flexible support provision for vulnerable students
- Promote, support and facilitate inclusion by creating a structured and positive learning environment
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate
- Provide objective feedback to students and parents using tact and diplomacy to encourage, even when delivering unwelcome outcomes; provide supporting documents
- Ensure milestones for achievement are challenging and demanding, adjusting activities as required
- Establish and implement a clear framework for classroom discipline, anticipating and managing behaviour constructively, promoting self-control and independence
- Develop and implement strategies for behaviour management
- Manage students who are demonstrating socially unacceptable or challenging behaviour
- Make regular telephone calls to parents to discuss their child's individual progress or behaviour
- Build productive working relationships with students using methods to encourage student engagement and participation in activities

Continued overleaf

General

- Collaborate and work with colleagues and other professionals within and beyond school
- Communicate effectively with other staff members and students, and parents/carers as necessary
- Attend and contribute to meetings as required
- Attend training sessions as required
- To be aware of and support the School and Department Action Plans and targets
- To act in accordance with the School's policies, including the requirements of Keeping Children Safe in Education (KCSIE), the school's child protection policy and GDPR among others.
- To carry out any other duties commensurate with the level of the post

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.



Responsible to: Headteacher
 Reports to: Line Manager

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C / 4 or above (or equivalent). NQF Level 3 and/or HTLA qualification and/or significant experience in a required discipline	Graduate
Experience	Relevant work experience	Relevant work experience in a similar environment
Qualities, skills, knowledge and abilities.	<p>Strong literacy and numeracy skills.</p> <p>Good communication skills; able to clarify and explain instructions clearly to students and provide feedback to teachers.</p> <p>Team player with a 'can do' approach.</p> <p>Able to work independently and with initiative.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Able to work calmly and with patience.</p> <p>Professionally discreet and able to respect confidentiality on particular issues.</p> <p>Good organisational skills.</p> <p>Very good ICT skills, with the ability to produce reports, correspondence and input data.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.</p> <p>Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community).</p> <p>Enjoy a good rapport with young people.</p> <p>Empathy with students and sympathetic to their needs.</p> <p>Able to motivate and encourage students appropriately.</p> <p>Firm, sensitive and effective approach towards student discipline.</p>	<p>Knowledge of Microsoft Office, CPOMS & SIMs/Arbor</p>
References	Supportive.	