



**HIGHFIELDS  
SCHOOL**

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NOR 1748

SIXTH FORM 348

**TEACHING ASSISTANT**

**Required as soon as possible**

**NJC Grade 4 (estimated actual salary £20,896 - £22,345)**

**37 hours per week**

**Term Time Only (44.85 weeks)**

We wish to appoint an enthusiastic individual to join our successful Teaching Assistant Team, supporting our students with their learning and personal development. The successful individual will act as a positive role model; developing students' skills and helping them overcome barriers to learning.

Highfields is a successful and heavily over-subscribed school situated on the pleasant west boundary of Wolverhampton.

**Our Teaching Assistant Team offers:**

- Experienced and supportive staff
- A creative and collaborative working environment
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal development
- Excellent student progress and results

**As a school we offer:**

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

We strongly encourage all prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr P Rose: Assistant Headteacher, SENCO – [prose@hswv.co.uk](mailto:prose@hswv.co.uk)

**Closing date:** Monday 29<sup>th</sup> January 2024 at 9am

**Interviews:** To be advised to successful applicants

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to an Enhanced DBS check and 2 very good references



## HIGHFIELDS SCHOOL

### Job Description

**Post Title:** Teaching Assistant

**Purpose:** To support the classroom teacher in meeting the needs of all students by:

- Supporting teachers in their planning, delivery and assessment of students' work and activities
- Providing short term cover for absent teachers within the Learning School
- Supporting teachers in their administrative duties
- Providing general support for students in class
- Providing support for specific students in overcoming individual barriers to learning
- Providing support for specific groups of students
- Contributing to the Learning School
- Contributing to the Pastoral System
- Contributing to the School

**Reporting to:** Higher Level Teaching Assistant

**Responsible for:** Not applicable

**Liaising with:** Heads of Departments and subject teachers, SENCO, Lead Practitioners, Teaching Assistants

**Working Time:** 37 hours per week; full time, term time (44.85 weeks)

**Salary/Grade:** Grade 4

**Disclosure level:** Enhanced

#### MAIN (CORE) DUTIES

##### Supporting Teachers – Teaching & Learning

- Liaise and plan with subject teachers to ensure effective learning for students.
- Assist teachers in planning challenging teaching and learning objectives to meet student needs.
- Assist teachers in planning accessible learning activities to meet student needs.
- Assist teachers in the evaluation and adjustment of lessons to meet student needs.
- Assist teachers in adapting and providing differentiated resources.
- Assist teachers in the effective use of ICT to support and enhance teaching and learning.
- Provide teachers with objective and accurate feedback and reports on student progress and achievement.
- Support teachers working within an established discipline policy to anticipate and manage behaviour constructively.

## Cover Supervision

- Provide short term cover for absent teachers within the Learning School.
- Liaise with HLTA and the Head of Department to ensure all classes are covered.
- Liaise with the HLTA and Head of Department in the event of unplanned absence to ensure appropriate work is set for classes being covered.
- Liaise with the subject teacher in the event of planned absence to ensure appropriate work is set for classes being covered.
- Take a proactive role in the delivery of activities to ensure effective learning takes place in cover lessons.
- Provide detailed feedback to the subject teacher on cover lessons undertaken.

## Supporting Teachers - Administration

- Support teachers in the recording and reporting of students' work.
- Provide written reports for individual students' review meetings.
- Maintain records of support for individual students to monitor student progress.
- Organise and distribute resources for teaching and learning.
- Support the organisation and maintenance of departmental records.

## General Support for Students

- Liaise and plan with subject teachers to ensure effective learning for students.
- Establish supportive relationships with students and promote students' self esteem and progress.
- Act as a role model and set high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work cooperatively with others.
- Provide feedback to students in relation to progress and achievement.
- Assist students in setting appropriate targets for improving their work.
- Assist students in setting appropriate targets for improving their behaviour where necessary.
- Assist students in the effective use of ICT in their learning.

## Provide Support for Specific Students and Specific Groups of Students

- Liaise and plan with subject teachers to ensure effective learning for specified students with specific needs.
- Work with individual or small groups of students, sometimes in a withdrawal situation for specific tasks on a short-term basis.
- Create and review student Learning Plans.
- Provide objective and accurate feedback and reports as required on student achievement and other matters.
- Participate in review meetings through written reports or attendance.
- Assist in providing access arrangements for students taking internal and external examinations.
- Provide support to students through interventions and extra-curricular activities throughout the day.

**Contribute to the Learning School**

- Contribute as part of a professional, flexible and supportive team to promote the ethos and aims of the Learning School.
- Attend relevant departmental meetings.
- Attend briefing meetings.
- Attend Open Mornings.

**Pastoral System**

- To support a Form Tutor in carrying out the duties associated with that role as outlined in the generic job description.
- To support the implementation of the Behaviour Management system in the Learning School so that effective learning can take place.
- Liaise with the Inclusion team.
- Promote the safeguarding of all students in school.

**Contribute to the School**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and encourage students to follow this example.
- Comply with and assist with the development of policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data Protection.
- Recognise personal strengths and areas of expertise and use these to advise and support others.

**Other Specific Duties**

- To undertake relevant training to enhance personal development and use this to benefit students' learning and the school.
- To engage in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school 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 employer who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date: .....  
**Member of staff**

June 2023





## HIGHFIELDS SCHOOL

### TEACHING ASSISTANT PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
NVQ or equivalent qualifications	✓		Application Form

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Working with or caring for children		✓	Application Form Letter of Application References
Of working in schools or similar environment		✓	Application Form Letter of Application References
A commitment to safeguarding and promoting the welfare of children	✓		Application Form Letter of Application References
Of child protection issues	✓		Application Form Letter of Application References Interview

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Understanding of National Curriculum		✓	Application Form Letter of Application Interview
Literate and Numerate	✓		Application Form Letter of Application

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Able to communicate well with others	✓		Application Form Letter of Application Interview References
ICT Literate	✓		Interview
Working knowledge of school procedures		✓	Interview
Evidence of undertaking professional development		✓	Application Form Letter of Application Interview References
Flexible approach to people and situations	✓		Letter of Application Interview References
Ability to use own initiative appropriately	✓		Interview References
Work constructively as part of a team	✓		Interview References
Good organisational and time management skills	✓		References
Understand classroom roles and responsibilities and your own position within these		✓	Interview
Experience of liaising and planning with staff		✓	Interview References Letters of Application

OTHER	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Personal presence and high expectations	✓		Interview References
Capacity for sustained hard work	✓		References

OTHER	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Career orientated	✓		Interview References Letters of Application
Sense of humour		✓	Interview