



Higher Level Teaching Assistant Job Description

Salary:	Scale 6 (18-20) - £32,922-33,953 Full Time Equivalent. Salary will be pro-rata according to hours and weeks worked plus length of continuous service
Type of Contract:	Fixed Term - 1 year contract
Hours:	39 weeks per year (38 weeks plus training days). 36 hours per week (Monday, Tuesday & Thursday - 8am-3.45pm, Wednesday - 8am-5pm, Friday - 8am-3.30pm)
Responsible to:	Vice Principal

Job Purpose:

- To implement the professional standards of a Higher Level Teaching Assistant consistently supporting and delivering learning to ensure all pupils make excellent progress, through a globally immersive, language rich creative and innovative curriculum.
- To support and promote the Pinkwell Vision and Values.
- To support and promote the school's globally immersive curriculum and vision for all learners.

Supporting and Leading Learning

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teachers to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher and year team leader.
- To provide feedback to pupils and the class teacher, supporting the monitoring, recording and reporting of pupil progress to support high levels of attainment for all pupils.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take a lead role alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils. On occasion, lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- At times, and as agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and learning.



Preparing the Classroom Environment & Supporting the Curriculum

- To support the needs of the pupils and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.
- Create and maintain a purposeful, orderly and supportive environment and assist with displays of the pupil's learning.
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading, writing, maths, SEMH etc.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school policies and documentation.

Training & Development

- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to secure their own professional development.
- When appropriate, and as directed by the Senior Leadership Team, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the school priorities.

Families & Safeguarding

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Lead
- To adhere to all safeguarding policies, practices and expectations including online safety.

To carry out any other reasonable duty as directed by the Class Teacher, Year Group Leader, Senior Vice Principal or a member of the Senior Leadership Team.

Additional Responsibilities (if agreed on a yearly basis):

Signed: _____ Employee Date _____

Signed: _____ Principal Date _____



Higher Level Teaching Assistant Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Minimum 2 years' experience of working with primary age students ● Collaborative working with a team 	<ul style="list-style-type: none"> ● Experience of working with pupils in different year groups / key stages within a primary setting
Qualifications and CPD	<ul style="list-style-type: none"> ● HLTA Qualification or willingness to complete this within the first year of appointment ● NVQ Level 3 for Teaching Assistants ● GCSE (or equivalent) in English and Mathematics ● Paediatric First Aid Qualification ● Commitment to continuing personal and professional development. 	<ul style="list-style-type: none"> ● Participation in courses relevant to curriculum ● First Aid at Work qualification
Skills and Knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good communication, interpersonal and organisation skills ● Ability to build effective relationships with children, staff, parents/carers and multi-professionals alike ● Skills, Understanding and Expertise in understanding the needs of pupils ● Knowledge and understanding of the National Curriculum and in particular the enquiry based learning approach used at Pinkwell Primary School ● Understanding of a range of effective teaching methods ● Knowledge and experience of leading whole class and large group learning ● Confidence in the use of ICT for a range of purposes including learning and assessment ● The ability to remain calm under pressure ● Knowledge and experience of supporting children's safety and well being ● Knowledge of guidance and requirements around the safeguarding of children ● Skills, knowledge and confidence in Behaviour for Learning for all groups of pupils ● Skills and Expertise in Understanding additional pupil needs (eg SENd; EAL; PPG; More Able) ● Understanding of roles and responsibilities across the school including a positive working relationship with colleagues and pupils ● Ability to prioritise and work under pressure ● Good ICT skills particularly using ICT to support learning 	<ul style="list-style-type: none"> ● Awareness of tracking and assessment systems ● within different key stages ● Subject Expertise to support learning across the school ● Further Professional Development that impacts on high quality teaching and learning support



Personal Qualities	<ul style="list-style-type: none">● Enjoyment of working with children● Sensitivity and understanding, to help build good relationships with pupils and colleagues alike● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school● Commitment to maintaining confidentiality at all times● Commitment to safeguarding pupil's wellbeing and equality● Confident, positive, enthusiastic and supportive attitude● Flexible and adaptable to a range of situations	
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