

Sidney Stringer Multi Academy Trust



Higher Level Teaching Assistant

Grade 3. 8.30am – 4.30pm

ASAP



Sidney Stringer Multi Academy Trust

Radford Primary Academy

In January 2014 Radford became part of the Sidney Stringer Academy Multi Academy Trust. Radford is a rapidly improving school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider.

The trust is led by Sidney Stringer Academy which was recently judged as outstanding in all categories by Ofsted.

Radford is a small one form entry Primary School with a very positive family ethos.

We are an enthusiastic team lead by an ambitious Headteacher with a clear vision.



Higher Level Teaching Assistant

We are seeking to appoint a dynamic and inspirational Higher Level Teaching Assistant.

We are looking for someone with;

- Strong understanding of child protection and safeguarding policy and procedure.
- The capacity to identify and target specific, individual needs.
- Dedication to raising standards
- A kind and caring nature

Staff at Radford Primary Academy will take responsibility for ensuring that you receive high quality induction and support. You will also be expected to run and have responsibility for the after school club.

This could be a great opportunity for someone who wants to consider a career in teaching. Support Assistants in recent years have gone on to PGCE or School Direct courses or SCITT courses and have found their experience as Learning Support Assistant invaluable.

Radford Primary School is proud to offer...



- Children who are eager to learn and are proud of their school
- A positive, creative and welcoming environment
- An exciting and challenging atmosphere where purposeful learning takes place

A hard working and enthusiastic staff team

Strong support from the Multi Academy Trust

Why work at Radford Primary Academy?

There are many benefits to staff working at Radford Primary

- **Good CPD package**
- **Subsidising higher level qualifications**
- **IPADS for all staff**
- **Long Service Awards**
- **100% attendance days - 1 day off following year**
- **Cycle to Work scheme**
- **Occupational Health and Counselling support**
- **Financial surgeries/ advice**
- **Subsidised flu jabs (1/2 price)**
- **Free access to Sidney Stringer Academy Fitness Suite**
- **Child care vouchers**
- **Free lunch for lunchtime duty**
- **Free tea and coffee**
- **Strong support from the Multi Academy Trust**

JOB DESCRIPTION – Higher Level Teaching Assistant (Grade 3)

Radford Primary Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head teacher

Hours: 37.5 hours per week - term time only plus 5 days

Job Purpose: Job Purpose: Under the instruction/guidance of class teacher and within the overall ethos of the Academy, undertake care and learning programmes and activities to support the class, individuals or groups of pupils, including more specific support for those with special education needs. Enable access to learning for children and assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or in other teaching areas.

In relation to the individual child/children

- To develop an understanding of the needs of the child/ children concerned
- To take into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with children, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce learning
- To assist children with physical needs
- To help children record work in an appropriate way
- To help keep the children on task and to build motivation
- To model good practice
- To help build the child/ children confidence and enhance self esteem
- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To prepare materials and resources
- To prepare children beforehand for a task
- Use strategies, liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes

- To supervise practical tasks
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified children's progress
- To work as part of the team in relation to individual children, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service Training.

Specific to Grade 3

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision
- To plan, prepare and deliver learning activities for individuals/groups.
- To be responsible for the management and development of a specialist area within the school
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- To assist with developing and implement Individual Support Plans
- To implement specific teaching programmes.

Any other tasks as directed by the Head which fall within the range of the post.

To undertake any other duties that may be reasonably deemed part of the role.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Responsibilities

Safeguarding

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

People

No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description)

Staffing

No direct reports or staffing responsibility

Financial

No financial responsibility other than a responsibility to report to the Principal or Chair of Governors any financial risks identified e.g cash not secured, potential theft or impropriety.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Radford Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training	Good numeracy/literacy skills NVQ3 or equivalent	Evidence of qualifications in this area Education to A level or its equivalent and beyond Qualifications in ICT
Experience	Evidence of having worked with children in some capacity	Relevant work experience in a similar environment Experience of working with children, preferably at primary age
Qualities, Skills, Knowledge and Abilities.	A positive interest in working with children Knowledge of relevant policies/codes of practice and awareness of legislation. General understanding of National Curriculum, the foundation stage and other basic learning programmes Ability to relate well to children and adults; sense of humour Adaptability Able to work on own and as part of a team Ability to build good working relationships with a range of colleagues A clear communicator Ability to work calmly and with patience	An interest in ICT Knowledge of phonics or ability to learn.
Health	A good attendance record Evidence of the stamina required to cope with the demands of the post	
References	Supportive	

All employees of Radford Primary Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.