



Job Description

POST TITLE:	Higher Level Teaching Assistant
RESPONSIBLE TO:	Principal/Assistant Principal
RESPONSIBLE FOR:	Teaching Assistants
SALARY:	SCP 15 – 20, Outer London (£25,809 – £28,215pa) pro rata + Pension Scheme
LOCATION:	Oasis Academy Arena
WORKING PATTERN:	37 hours per week, 39 weeks per year
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

- To lead and develop the work of other TAs in supporting teaching and learning.
- To raise standards by making a strong contribution to pupils' achievement.
- To supervise Academy TAs when necessary.
- To work effectively with pupils, small groups and whole classes.
- To provide support for learning and social and emotional development of children.
- Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for PPA cover across the Academy, including planning, preparation and delivery.
- Monitoring and assessment, recording and reporting on pupil achievement, progress and development

SPECIFIC RESPONSIBILITIES:

Support for pupils;

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations



Promote the inclusion and acceptance of all pupils within the classroom

- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Support pupils consistently whilst recognising and responding to their individual needs

Support for teachers;

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Support for the curriculum;

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Deliver local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

Support for the Academy;



- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - Contribute to the overall ethos/work/aims of the academy
 - To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
 - Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
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- Participate in training and other learning activities and performance development as required.
 - Be part of the Academy and as such, a role model to the whole Academy community.
 - Commitment to safeguarding and promoting the welfare of children and young people.

Management responsibilities;

- Liaise between managers / teaching staff and teaching assistants
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake training/mentoring for other teaching assistants
- It is in the nature of work with children that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.
- Any other duties as reasonably directed by the Principal or any member of the Senior Leadership Team

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



HLTA

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE English and Maths at A*-C or level 2 equivalent.• Higher Level Teaching Assistant Qualification or a willingness to achieve.• Level 3 qualification in childcare/NNEB for EYFS posts	<ul style="list-style-type: none">• Level four qualification

Experience, Skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of Child Protection Procedures. • Commitment to ensuring access to the curriculum for children with AEN • Ability to motivate and encourage children to meet their targets for learning and/or behaviour • Ability to show awareness to when it is appropriate to consult teachers about a student's behaviour, development, health or learning • Knowledge and experience of using ICT • Ability to write reports, keep working records and contribute to student reviews • Understanding of the practical application of Equal Opportunities in an Academy context • Suitability to work with children. 	
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills, ability to show initiative • Ability to demonstrate patience with firmness • Good communication skills • Ability to work as part of a team. • Ability to reflect. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and 	

	<p>personal boundaries with children and young people.</p> <ul style="list-style-type: none">• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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