**Higher Level Teaching Assistant**

**TPA (The Pivot Academy)**

**Job Description**

**We have recently been graded as a ‘Good’ school in all areas**

*“The school provides an oasis of calm for pupils who have previously experienced disruption to their schooling. This makes a significant difference to pupils’ personal development and welfare”*

***OFSTED Feb 2018***

Here at Pivot our vision and passion to grow as a company and provider is stronger than ever and this is clearly evidenced by our recent inspection outcome. We remain committed to putting young people at the centre of everything we do and as a result we have achieved phenomenal results with schools, local authorities and most importantly, young people. We pride ourselves on our ability to think outside the box and take comfort in challenging the norms and developing a creative response to need in our specialist areas of special educational needs, pastoral, inclusion and alternative educational services and support. We work with students who display challenging behaviour in certain situations. It is our job to enable them to take responsibility for themselves and to be able to contribute successfully to society.

**Job Purpose**

We are seeking Higher Level Teaching Assistants who are resilient, innovative and enthusiastic and who can lead and coordinate the delivery of subjects across The Pivot Academy (TPA). You will demonstrate a real passion for working with children with SEND and dedication to promoting and engaging young people in your subject area/s; You will work with school managers, teaching staff and support staff to assist in all aspects of the work to promote a healthy and supportive working environment. Committed to delivering highest quality education and with experience of working with SEND, you will help us achieve the highest of standards and continue to deliver the best for our students.

You will be enthusiastic and sensitive, with the ability to keep calm in challenging situations.

**Particular / General Responsibilities**

Working within the overall strategy and guidelines of Pivot, be accountable for the leadership and management of your subject area/s and provide clear direction, support and practical advice to TPA teaching and support team. This involves:

* Support in leading, managing and developing the curriculum across your subject area/s within TPA
* Support in the positive attainment and progress in your subject area/s for all students enrolled at TPA, in line with agreed targets
* Supporting, develop and enhance the teaching practice of others so that they teach lessons that are not judged less than typically good
* Helping to create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning
* Planning and preparing lessons in order to deliver the National Curriculum, and other accredited areas, ensuring effective breadth and balance
* Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
* Teaching lessons that are judged to be at least typically good
* Helping to maintain good order and discipline among the students, safeguarding their health and safety
* Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities
* Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning
* Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress
* Ensuring effective use of support staff within the classroom
* Ensuring students attain, achieve and make appropriate rates of progress as determined by agreed targets
* To participate in staff meetings as required
* To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional
* To cover in the absence of a colleague
* If required, to be a mentor to a student or group of students and communicate regularly with parents
* To partake in the quality assurance of TPA and promote without prejudice the agreed policies of the school
* Communicating an exciting and stimulating shared vision, which ﬁts within the overall Pivot strategy, and inspires and motivates students, staﬀ and all other members of the school community
* Providing a safe and orderly environment that protects and cares for the young people and staﬀ based at TPA
* Embedding a culture of positivity and motivation
* Ensuring your subject area/s meet all statutory requirements as deﬁned by Ofsted/ DFE, and other external bodies
* To undertake other roles or responsibilities as determined by the School Directors and Executive / Head Teacher

**Academic Progress**

* To work with the Head of Learning to monitor and analyse the academic progress of the cohort of students in the provision in your subject area/s in order to secure and sustain effective learning, with particular reference to the proportion of students who are able to meet age related targets
* To identify underachievement in your subject areas with a view to establishing and coordinating improvement strategies/interventions in conjunction with the SENCo, teachers, subject leaders and other HLTAs
* To liaise with key staff, including the SENCO, regarding the strategies that are deployed to raise academic achievement
* To report to a line manager, the progress of the cohort as and when required

**Leadership and Management**

* To motivate and work with others to create a shared culture and positive climate
* In relation to your subject area/s, ensure eﬀective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
* To create and maintain eﬀective partnerships with parents/carers to support and improve students’ achievement and personal development
* To participate in parent/carer information events including evenings
* To support good order and discipline at all times, both on and oﬀ the school site
* To contribute to the management of key school events
* To maintain awareness of current educational policy and practice and relevant DfE and Government diktat

**Administration**

* To maintain individual student records as necessary and ensure that they are kept up to date
* To monitor student behaviour, attendance and achievement using the Behaviour Log and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
* To monitor incidents where students require positive handling and ensure appropriate recording and reporting takes place in accordance with Group and school policies
* To oversee and undertake the completion of progress checks as appropriate
* To contribute to school reports including writing a summary maths comment
* To play a full part in preparing students for public examinations and secure appropriate access arrangements by liaising with the SENCo
* To lead revision and preparation for any end of year assessments
* To support students onto KS4 programmes of study
* To oversee student progress on their examination courses in your subject area/s in order to identify underachievement, with a view to establishing and co-ordinating improvement strategies

**Line Management**

Higher Level Teaching Assistants will be line managed by The Head of Learning

**PERSON SPECIFICATION**

**JOB TITLE: Higher Level Teaching Assistant - TPA**

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| **Attributes** | **Essential** |  | **Preferred** |
| **Education/**  **Qualifications** | * Evidence of recent high quality CPD * Meet HLTA standards or equivalent qualification or experience i.e degree * Hold relevant qualifications at a level equivalent to at least NQF Level * Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test). * Training in relevant learning strategies e.g. literacy. * A minimum of two years’ experience of working with children (either paid or unpaid capacity) preferably in an education setting. * Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. |  | SEN Qualification  PGCE – QTS/QTLS  Masters Qualification |
| **Experience/**  **Knowledge/**  **Attributes** | * Fluent in SEN Code of Practice * Previous leadership experience * A good working understanding of special needs, especially SEMH needs of young people * Detailed knowledge of the National Curriculum and approaches within SEN * Experience of involvement with OfSTED and external scrutiny processes * Successful experience of handling difficult and sensitive situations * Strategies for raising pupils’ achievements (educationally and socially) * Use of comparative local and national data to establish benchmarks and set targets for improvement * Experience of chairing meetings, handling administration, making phone calls to parents |  | SENCO or Assistant SENCO.  Knowledge of SIMS or other relevant management information programmes    Strategic planning linked to school Improvement |
| **Skills/Personal Qualities** | * Good standards of IT skills (word processing and spreadsheets) * Good organisational skills and ability to prioritise workload * Communication skills ­ the ability to make points clearly and listen to and understand the views of others * Decision making skills ­ the ability to investigate, solve problems and make and implement decisions * Ability to hold others to account * Ability to work as a member of a team * Ability to work to tight deadlines * Ability to work on own initiative within set boundaries * Evidence of being able to build and sustain eﬀective working relationships with young people, staﬀ, parents/carers and the community * Ability to remain calm and composed during a range of challenging situations |  |  |
| **Motivation** | * Willingness to undertake further training * Demonstrate enthusiasm and sensitivity * Demonstrate a stimulating and innovative approach |  |  |

**To apply**

**Applications can be made via email or in writing to:**

Anne Forbes – [anne.forbes@pivot-care.co.uk](mailto:anne.forbes@pivot-care.co.uk) or [info@pivot-care.co.uk](mailto:info@pivot-care.co.uk)

Address – Pivot, Spen Valley Industrial Park, Rawfolds Way, Cleckheaton, BD195LJ

T: 01484 766350