

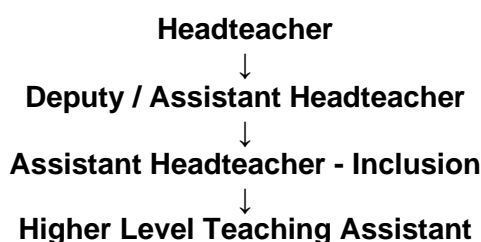
# King's Academy Easthampstead Park

## Job Description – Higher Level Teaching Assistant



<b>Location:</b> Easthampstead Park Community School	<b>Department:</b> SENd
<b>Academy Trust – King's Group Academies</b>	<b>Job Title:</b> Higher Level Teaching Assistant (HLTA)
<b>Hours of work:</b> 35 hours per week, Mon to Fri 8.30am - 4pm*, term time only.  *includes a half hour unpaid break	<b>Grade/Salary Range:</b> KGA06 points 11 to 13 - FTE: £26,286 - £28,515 per annum  <b>Actual starting salary:</b> £13.62 per hour, £20,879 per annum including London Fringe and holiday pay

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

### JOB PURPOSE

Under an agreed system of supervision to complement the work of teachers by taking responsibility for agreed learning activities, involving planning, preparing and delivering learning activities and interventions to individuals, groups and short term to whole classes within English. They will provide admin support with SEND paperwork and cover classes as and when needed.

They will direct the work, where relevant, of other adults in supporting learning.

### MAIN DUTIES AND RESPONSIBILITIES

- Assess student needs and use detailed and specialist skills to support students' learning, recognise and respond to individual learning needs and plan, develop and implement work programmes with challenging learning objectives, evaluate and adjust as required.
- Promote inclusion, establish constructive working relationships with students, act as a role model, set high expectations and provide feedback on progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Monitor, evaluate and record student progress through a range of assessment strategies against pre-determined learning objectives.
- Provide accurate and objective feedback and reports on student achievement, progress and other matters with evidence and systematically record that progress and achievement in lessons and other activities.

- Deliver agreed learning activities to students adjusting according to student response and deliver local and national strategies e.g., literacy, numeracy, Key Stages 3/4.
- Teaching Assistants at this level are expected to undertake at least one of the following:
  - a) Provide specialist support to students with learning, behavioural, communication, social sensory or physical difficulties.
  - b) Provide specialist support to all students in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).
- To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of students and respond to them effectively.
- Use ICT in learning activities and develop students' competence in its use.
- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate.
- To contribute to target setting for students with Special Educational Needs or Disabilities.
- Undertake administrative tasks, prepare worksheets, lesson plans etc.
- Contribute to and lead in meetings with parents/carers to provide constructive feedback.
- Provide short term cover supervision of classes.
- Mark students' work, record progress and administer and mark tests and invigilate exams or assessments.
- Work within the established behaviour policy to anticipate and constructively manage behaviour and promote emotional regulation and responsibility.
- Select and prepare resources and advise on appropriate use of specialist aid/resources and equipment.
- Support the SENCo in managing a team of teaching assistants, including induction, appraisal, training, mentoring and
- liaise between teaching assistants and teachers to ensure effective organisation and deployment and represent the
- team at management or other meetings.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school and borough equal opportunity policies and ensure that all students have equal access to
- opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, take initiative to establish constructive relationships with other
- agencies, in liaison with the SENCo, to support the progress of students and participate in regular meetings as required.
- Be aware of and take part in the school's appraisal framework, recognise own contribution and expertise to lead, advise and support others and participate in training and development activities including inset days.
- Contribute to the identification and delivery of out of school learning activities and deliver these within school guidelines.
- To support the SENCO in preparing paperwork and other tasks.
- Any other duties which may from time to time be necessary.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## **SCOPE OF JOB**

- Supervisory responsibility for a team of teaching assistants.
- Responsible for a lead role in the management of a specialist area within the school.
- Works with teachers to deliver appropriate support to students.

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## Person Specification – Higher Level Teaching Assistant



Key Criteria	Essential	Desirable
<p><b>Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• HLTA standard or equivalent qualification or experience.</li> <li>• Level 2 or above in English and Mathematics, (equivalent to GCSE A-C).</li> <li>• Excellent literacy /numeracy skills.</li> <li>• Experience of supporting students with SEN needs</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a relevant curriculum subject.</li> <li>• Passion for literacy.</li> </ul>
<p><b>Competence Summary</b> (Knowledge, abilities, skills, experience)</p>	<ul style="list-style-type: none"> <li>• Extensive experience of working with young people in a learning environment.</li> <li>• Full working knowledge of relevant policies/codes of practice / legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes /strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks.</li> <li>• Able to organise, lead, manage, deploy and motivate a team and demonstrate supervisory skills.</li> <li>• Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks.</li> <li>• Able to use equipment e.g., photocopier, video recorder and other relevant specialist equipment.</li> <li>• Able to relate to and communicate well with children and adults, motivate students to learn, clarify and explain instructions to students and respond sensitively and flexibly to competing demands.</li> <li>• Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff.</li> <li>• Able to deliver educational work programmes and activities to a variety of groups of students, evaluate, implement, monitor, assess, record and report on strategies to enhance learning.</li> <li>• Able to plan and organise work at an advanced level and contribute to the development of policies and procedures.</li> <li>• Able to select and prepare/display a variety of relevant resources for teaching and learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> <li>• Experience of EHCP process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work with students within an agreed behaviour management policy.</li> </ul>	
<p><b>Work-related Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>• Experience of whole class supervision.</li> <li>• Experience of dealing with parents and carers and ability to lead when required.</li> <li>• Commitment to equality of opportunity.</li> <li>• Commitment to continuing professional development.</li> <li>• Able to coach and mentor others.</li> </ul>	
<p><b>Other Work Requirements</b></p>	<ul style="list-style-type: none"> <li>• A willingness to promote the ethos of the school.</li> <li>• Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.</li> <li>• To take part in the Appraisal Process in school, taking responsibility for your own professional development.</li> <li>• Able to identify training needs and participate in training and development activities to address these and share knowledge with others.</li> <li>• A satisfactory enhanced DBS check</li> </ul>	