



## Role Profile

<b>Job Title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Department:</b>	Inclusion
<b>Grade Range:</b>	Grade 5 Scp 13-15
<b>Hours:</b>	7.30am to 3.45pm / 3.30pm on a Friday 8.15am to 4.30pm / 4.15pm on a Friday 36 hours Term Time Only + 5 Inset days
<b>Location:</b>	St. Mary's Catholic High School
<b>Reports to:</b>	SENCO
<b>Responsible for:</b>	N/A
<b>Role Purpose and Role Dimensions:</b>	Under an agreed system of supervision take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• Parents/Carers</li><li>• Various External Agencies</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>• SENco</li><li>• Head of Keystage</li><li>• Pupils</li><li>• Staff</li><li>• Head of English</li><li>• SEN</li></ul>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>• LRC – ordering of books</li><li>• Accelerated Reader</li></ul>

**Key Accountabilities and  
Result Areas:  
Support for Pupils**

**Key Elements:**

**This will involve:**

**Core Duties**

- Taking a lead role in managing and delivering classroom support to pupils
- Small group work intervention
- Assisting the teacher with the development and implantation of Individual Education/Behaviour/Support/Mentoring plans
- Taking a lead role in the provision of support for pupils with speaking needs and/or English as an Additional Language/ SEN

**Additional Duties**

- Managing the supervision of pupils excluded from or otherwise not working to a normal timetable
- Attending to pupil's personal needs and provide advice to assist in their social health and hygiene development
- Undertaking comprehensive assessments of pupils to determine those in need of particular help
- Establishing productive working relationships with pupils, acting as a role model
- Arranging and developing 1;1 mentoring arrangements with pupils and provide support for distressed pupils
- Taking a lead role in managing the speedy/effective transfer of pupils across phases integration of those who have been absent
- Providing information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenging and motivating pupil. Promoting and reinforcing self-esteem.
- Providing feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

## **LRC**

### **This will involve:**

- Ensure the efficient running of the Learning Resource Centre
- Pre issue preparation of LRC, i.e. computer cataloguing/security tagging/covering/labelling etc.
- Supervision of student librarians.
- To support staff and students in the delivery of the accelerated reader lessons in the LRC
- Stocktaking of all resources when needed and ordering of books
- Control and monitor book issues/returns for Library, staff lending centre, careers.
- Assist with day today learning Resource Centre and Library paperwork including the Oliver Library System
- Assist in the daily maintenance of the LRC cataloguing system.
- Record all laminated items and maintain all relevant paperwork.
- To collate information on topics and subjects which may form part of the school's curriculum

## **Key Accountabilities and Result Areas:**

### **Support for the Curriculum**

### **Key Elements:**

#### **This will involve:**

##### **Core Duties**

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil response/needs
- Actively seeking information regarding and utilise the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Provide cover for teaching staff as and when required.

##### **Additional Duties**

- Determining the need for, prepare and use specialist equipment, plans and resources to support pupils.

## Support for the School

### **This will involve:**

#### **Core Duties**

- Complying with and assist with the development of policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establishing constructive relationships and communicating with other agencies professional in liaison with the teacher, to support achievement and progress of pupils
- Attending and participating in regular meetings.
- Recognising own strengths and areas of expertise and use these to advise and support others.

#### **Additional Duties**

- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Participating in training and other learning activities a required
- Being responsible for the provision of out of school learning activities within guidelines established by the school.
- Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

## **Key Accountabilities and Result Areas:**

### **Green Statement**

## **Key Elements:**

### **This will involve:**

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### **Confidentiality**

### **This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities**

### **This will involve:**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Job Title:

**Higher Level Teaching Assistant**

### Essential knowledge:

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Full working knowledge of relevant policies/codes of practice/legislation
- Working knowledge of national curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes and in particular, barriers to learning.
- Understand range of support services/providers.

### Essential skills and abilities:

- Excellent numeracy/literacy skills.
- Ability to plan effective action for pupils at risk of underachieving.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

### Essential experience:

- Experience working with children of relevant age.
- Experience of working with pupils with additional needs.

### Special conditions:

- Enhanced DBS check