



Job Description

POST:	Higher Level Teaching Assistant (HLTA)
RESPONSIBLE TO:	Principal, SENDCO, Assistant Principal, Personalised Learning Pathways Lead's
SALARY:	OCL Scale 6 SCP 17-21
LOCATION:	Oasis Academy MediaCityUK
WORKING PATTERN:	Full Time, Term Time Only + Inset
DISCLOSURE LEVEL:	Enhanced Criminal Records Disclosure with Barred List Check

JOB PURPOSE:

In collaboration with class teachers and other support staff, the post holder supports, plans, prepares and delivers elements of learning to students on a one to one, small group or class basis.

SPECIFIC RESPONSIBILITIES:

- A. Work with classroom teachers to support the teaching, learning and assessment of individual students or groups as required, through a range of activities using specific area/s of expertise expected at an HLTA level which engage and motivate students recognizing the diversity of their interests and needs), and in collaboration with other support workers such as Learning Mentors, TAs, LSAs etc.
- B. Lead reflection sessions within the on-site alternative provision. Ensuring sessions are planned and prepared for.
- C. Contribute to the planning, monitoring and assessment cycle for students (including the invigilation of exams), providing systematic assessment feedback to teachers, keeping records and liaising over the writing of student reports.
- D. Support teachers in improving student participation and progress and to the raising of attainment in targeted lessons or subjects by assisting with planning and preparing of lesson materials and learning objectives, under the direction of a member of the teaching staff, for individual students, small groups or a whole class
- E. Support teachers in raising attainment in timetabled (PPA) or targeted lessons by leading on delivery of whole lessons or elements of a lesson, for individuals, small groups or for a whole class under the general direction of the teacher.
- F. Support special projects and develop a specialist area of expertise within the academy in support of learning and curriculum development and PPA time, as directed by the Principal.

- G. Provide continuity by leading the learning for classes in the event of a planned or unplanned short term absence of a teacher where the post holder has been involved in the planning and preparation of the lessons under the supervision of the teacher. Such an arrangement will be reviewed by the Principal within timescales detailed in national guidance or in any event within two days to ensure the best interests of the students are being met.
- H. Support the learning of a class in the unplanned short term absence of a teacher in a year group or subject area where the post holder doesn't normally work, using the teacher's schemes of work and resources. This arrangement will be on ad hoc and monitored closely by the Principal to ensure the best interests of the students are being met.
- I. Provide classroom supervision to maintain order in the unavoidable short term absence of a teacher.
- J. Under the general direction of the Principal, contribute to developing and delivering pastoral support to students (including personal care) through a range of appropriate strategies including, but not limited to, reducing barriers to learning and improving accessibility to the curriculum and supporting social and emotional wellbeing (which includes but shall not be limited to leading a Tutor Group).
- K. Supervise students between lessons and when entering and leaving the Academy site.
- L. Subject to receiving appropriate training, to contribute to the Academy's First Aid provision.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning 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 an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.

Version 1 JD Review June 2020

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

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Lead Teaching Assistant Higher Level Teaching Assistant (HLTA)

Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

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. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent. NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent (supporting teaching & learning) HLTA <u>status</u> 	<ul style="list-style-type: none"> TA Foundation Degree First Aid Certificate
Experience, Skills & Knowledge	<ul style="list-style-type: none"> The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English' Considerable experience working as a Teaching Assistant at NVQ Level 3 in a school including large groups and on occasion whole classes. Experience of leading a team or organizing and overseeing the work of others Demonstrate passion for and comprehensive understanding of a specialist area of teaching and learning Demonstrate sound knowledge and understanding of: 	<ul style="list-style-type: none"> Experience of leading beyond their own classroom in a specialist area of teaching and learning.

Commented [FL1]: Where this is a requirement of funding

Commented [FL2]: This would need to be tailored to "Literacy", "Numeracy etc – depending on Academy need.

	<ul style="list-style-type: none"> ○ Every Child Matters, especially the common core knowledge and skills for working with children and young people ○ Effective child protection and safeguarding practice and procedures, ○ SEND Code of Practice. ● Good IT skills 	
Personal Qualities	<ul style="list-style-type: none"> ● Good organizational skills ● Ability to encourage and motivate learning with high expectations of behaviour ● Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders ● High level of discretion and confidentiality ● Reliability, motivation, adaptability and resilience under pressure ● 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 and their families ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● 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. 	

	<ul style="list-style-type: none">• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.	
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Commented [FL3]: It is vital that all pastoral staff are able to contribute to a provision