

JOB DESCRIPTION

School:	Clenchwarton Primary School part of West Norfolk Academies Trust
Job Title:	Higher Level Teaching Assistant (HLTA)
Grade:	Scale F, Point 12- 17, £ 13.69 to £ 14.91/hour, Approx £ 21,497 to £23,408 - (£ 26,421 - £28,770 - £ /year FTE per annum, based on a 37 hour week, please note salary will be pro-rata))
Hours/weeks:	35 hours/week, 39 weeks/year (term time +1) Permanent contract
Responsible to:	Head Teacher Members of the Senior Leadership Team (SLT)
Working With:	Pupils Teacher Members of the Senior Leadership Team (SLT) The Head Teacher

We are seeking to appoint a high quality and proactive HLTA to join our dedicated and friendly team. If you are someone who believes that all pupils – regardless of their personal circumstances can excel and you have the ability to set high expectations in order to motivate and inspire our young people, then this job is for you.

You will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

You must be able to help keep pupils engaged and on track during each lesson and you will have strong behavioural management skills.

Purpose of the Job

- Plan and prepare lessons in order to cover the classes while teachers are undertaking PPA and subject leader time
- Assess the pupils, working together with the class teachers
- Encourage and develop relationships with all children.
- Promote positive relationships and independence in line with the school behaviour policy.

Teaching and Learning

- Teach whole classes covering PPA, subject release and teacher absence
- Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, SEN outcomes and learning objectives.
- Ensure all pupils have equal access to opportunities to learn and develop and promote and support the inclusion of pupils, including those with specific needs.

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for pupil's pastoral needs.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils at times other than during lessons according to the school's duty arrangements.

- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality, data protection, intimate care and SEN code of practice 2014 reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
- Ensure confidentiality and maintain professional standards in this area by reporting concerns or information to Class Teacher, SENCO, Assistant Head and Head Teacher.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils in visits and out of school activities as required.
- Contribute to whole school events as and when required.
- Positively support the work of West Norfolk Academies Trust and develop strong working relationships with Trust staff to ensure the school maximises the benefits from the Trust partnership.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Ref
Speech & Language Development Qualification		✓	
Level 2 IT		✓	
Level 2 Maths	✓		
HLTA qualification		✓	

Experience	Essential	Desirable	How assessed
Speech & Language Development of students	✓		Appl/Ref
Experience of working with children with complex special educational needs	✓		
Significant experience working with young children	✓		
Experience in leading small groups/whole class	✓		
Working closely with others as part of a team	✓		
Experience of managing behaviour effectively	✓		

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Experience of developing Literacy and Numeracy	✓		Appl/Int /Ref
Ability to demonstrate skills and qualities required to support individual students	✓		
Skills and knowledge to deal with student safety and behaviour	✓		
Ability to work with teacher to plan lessons	✓		
Commitment to continued personal development	✓		
Ability to assimilate information quickly and prepare succinct summaries		✓	
Ability to work effectively under pressure	✓		
To have a commitment to equal opportunities	✓		
Ability to adapt resources to meet individual student needs	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Good ICT skills		✓	
Committed to safeguarding and promoting the welfare of children and young people	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int /Ref
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		

Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference