

Kent County Council

Job Description: *Teaching Assistant – HLTA 2 – Education Programme*

Department: Children, Young People and Education

Grade: KR7

Responsible to: Education Programme Lead Officer

Location: The Education Programme will be delivered in a variety of venues and in some instances at the pupil's home and in time to be delivered on a school site in the locality.

Purpose of the Job:

To deliver learning activities to children and young people (CYP) as part of an Education Package. These CYP are without a school place due to exclusions; or will have an EHC Plan and be awaiting a place at a named provision. The primary focus is to undertake educational activities with individuals, and in some instances small groups, within a framework agreed and under the overall direction and supervision of a qualified tutor. Delivering education packages identified as appropriate to the individual.

The primary objective must always be to move the pupil on to appropriate fulltime education as soon as possible.

Key duties and responsibilities:

1. Facilitate, prepare and deliver assigned programmes of teaching and learning activities identified by the Education Co-ordinator to individuals or small groups modifying and adapting activities as necessary under the overall direction and supervision of the Lead Officer.
2. Assess, record and report on development, progress and attainment.
3. Liaise with the Education Co-ordinator and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the Education Co-ordinator as appropriate.
7. Implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.

8. Support the role of parents / carers in pupils' learning and provide reports for meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
9. Liaise with a designated Lead Officer & the Education Co-ordinator on a regular basis.
10. Teaching Assistants at this level are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
 - b. Provide specialist support to pupils where English is not their first language.
 - c. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Note: The options in point 7 above are alternative specialisms and only the specialism actually applicable should be used.

Teaching Assistants in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other teaching assistants.
2. Be responsible for supervising the CYP throughout the education session
3. Provide pastoral care to pupils for example
4. Be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests.
6. Establish and maintain relationships with families, carers and other professionals
7. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
8. Be responsible for reporting any safeguarding concerns to the Education Co-ordinator

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

Kent County Council

Person Specification: *Teaching Assistant – HLTA 2 – Education Programme*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development.
EXPERIENCE	<ul style="list-style-type: none">• Successful relevant experience of working with children of relevant age within a learning environment.• Experience of working with children with Additional educational needs.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Demonstrate specialist skills that may be appropriate to 7(a-d) above.• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.• Be able to work independently and calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional educational needs, curriculum area), including planning, preparing and delivering programmes of learning activities to individuals and small groups; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.• Knowledge and compliance with policies and procedures relevant to child protection, data protection and health and safety.
KCC Values & Behaviours	<p>Open</p> <ul style="list-style-type: none">• Act with integrity, honesty and transparency <p>Invite contribution and challenge</p> <ul style="list-style-type: none">• Work collaboratively to find new solutions• Put the interests and wellbeing of customers first

	<p data-bbox="619 237 815 271">Accountable</p> <ul data-bbox="606 315 1417 383" style="list-style-type: none"><li data-bbox="606 315 1417 383">• Take personal and professional responsibility for your actions and performance
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