**Higher Level Teaching Assistant – Computing Lead and PPA cover role**

**Line Managed by:** Computing Subject Lead

**Performance Management Leader**: Computing Subject Lead

**Hours:** 16.25 per week Term Time only (190 days)

**Pay Grade:** VIAT 6 (£24,901 - £28,303)

**Purpose of the Job:**

To take responsibility for planning and delivering an element/s of the curriculum to a whole class.

To lead the development of the computing curriculum.

To support the school and VIAT in the development of IT systems within the school.

**Key duties and responsibilities: HLTA PPA cover**

1. Plan, prepare and deliver assigned programmes of teaching and learning to classes in a range of age groups, adapting activities as necessary.
2. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate.
3. Assess, record and report on development, progress and attainment.
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
5. Provide feedback to pupils as per the school’s policy.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants at this level are expected to provide specialist support to all pupils in a particular learning area (e.g. Computing, English, RE).
8. Support the positive behaviour for learning of pupils by following the school’s behaviour policy at all times.

**Key duties and responsibilities: Computing Specialism**

1. Keep up to date with the latest Computing curriculum developments and requirements
2. Become familiar with Purple Mash programmes
3. Support the Subject Leader to write a subject action plan to support the school’s developmental needs.
4. Have shared responsibility for allocating a budget linked to the needs of the Computing curriculum.
5. Develop additional provision for Computing outside of the school day.
6. Be prepared to meet with Governors and School Improvement teams.
7. Work alongside the school Safeguarding Lead to help support an online safety programme for pupils.

**Key duties and responsibilities: IT support**

1. Support the VIAT Communications Manager in maintaining and developing the school website to the required expectations.
2. Support the VIAT IT team with the basic upkeep of computing equipment.
3. Support the Headteacher in determining the needs of the school with regard to IT hardware replacement.

**Additional Expectations:**

* To be a role model for the children by demonstrating our Core Values at all times.
* To access school emails and keep abreast of what is happening in school.
* To support the wider school curriculum / activities by running clubs.
* To undertake a lunchtime duty if required.

The following outlines the criteria for this post.

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|  | **DESIRED CRITERIA (but not essential)** |
| **QUALIFICATIONS** | * 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** | * Successful relevant experience of working with children of relevant age within a learning environment. |
| **SKILLS AND ABILITIES** | * Demonstrate specialist skills that may be appropriate to the JD * 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 calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. * To communicate effectively with relevant staff including, teachers, support staff and line managers. |
| **KNOWLEDGE** | * Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; 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 and health and safety. |