**Higher Level Teaching Assistant**

Responsible to: Headteacher; Deputy Headteacher; Head of School; Key Stage Manager

**Pay Scale Kent Range 7**

**37 hours per week (hours pattern to be confirmed when post offered)**

**JOB DESCRIPTION**

The Wyvern School is a Special School, which caters for pupils who have profound, severe and complex learning difficulties.

**Purpose of the Job:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

**Key duties and responsibilities:**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff 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 teacher as appropriate.
7. Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
8. Liaise with external agencies on a regular basis.
9. Higher Level Teaching Assistants are expected to undertake at least one of the following:
10. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
11. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy).

**Person Specification: HLTA**

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|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** | GCSE grade D (3) or above in English and Maths | GCSE grade C (4/5) or above in English and Maths | Application |
| **Experience** | At least 2 years experience as an LSA in more than one key stage or pathway.  Be confident in the leading the learning of groups of students as an MTA. | Significant experience of effectively working across pathways and/ or key stages as an MTA.  Significant experience of leading a classes as an MTA. | Application  Interview |
| **Skills & Abilities** | Be able to use Earwig and capture assessment information.  Be able to lead a class delivering work set by the class teacher.  Be able to effectively manage the behaviour of a class group, and make a significant contribution to behaviour plans.  Be able to effectively deploy other members of the class team so that student needs are well met. | Be confident at using Earwig to capture and record assessment information.  Be confident in planning group activities. | Application  Interview |
| **Knowledge** | To have detailed knowledge of the curriculum in pathway/ key stage.  Have a thorough understanding of safeguarding procedures and follow them in a timely manner. |  | Interview |
| **Behaviours** | Be flexible and willing to work in different areas of the school.  To use a positive solution focussed approach to managing difficult situations  Foster effective team work  Communicate effectively with colleagues, students and parents.  Be self- reflective and support other members of the team to do so. |  | Interview |