**Job Description Template**

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| **School:** | **THE WYVERN SCHOOL** | | | |
| **Job Title:** | **SENIOR HIGHER LEVEL TEACHING ASSISTANT** | | | |
| **Postholder’s Name** |  | | | |
| **Grade: 8** | **Hours: 22 - 37** | | | **Weeks per year:39** |
| **Responsible To:** | | *Headteacher; Deputy Headteacher; Assistant Headteacher* | | |
| **Responsible For:** | | | *HLTAs, MTAs, LSAs, MMs* | |

**Purpose of the Job**

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| *To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes as well as offering support, guidance & training for all Support Staff* |

**Key Duties and Responsibilities**

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| 1. Organise, oversee & contribute to Staff Induction programme:  * Support HR & SLT with short listing and interviewing * Responsible for Staff Induction programme * Organise sessions with all trainers/Personnel team involved over the course of induction * Plan/update Induction as/when required  1. Support all new staff through their probation period of six months:  * Provide regular support and offer wellbeing meetings with new staff * Organise any outstanding training/unattended/cancelled * Liaise with NHS nursing team/staff for medical training * Liaise with teaching staff & provide teacher feedback to new staff * Record all meetings and file at the end of successful probation period * Report any concerns to class teacher and SLT  1. Support staff in their professional development:  * Keep up to date with all current courses available to staff and give advice and guidance and then update information board in staffroom accordingly * Support staff with course requests if appropriate by liaising with SLT * Support staff through Appraisals * Be a model of good practice for all LSAs, MTAs, LSAs.  1. Support staff with their Emotional wellbeing:  * Support staff with their emotional wellbeing, report concerns to Teacher/SLT as appropriate * Offer 1 to 1 meetings when needed as a priority * Support with HR processes * Observe staff in class * Attend SLT meetings to update on staffing matters * Record and report all concerns to SLT/others if appropriate * Sign post staff to support available/KCC School Counselling service * Always have follow up meetings with staff concerning their wellbeing * Promote staff wellbeing with regular drop in sessions after school with Deputy Head teacher * Visit support staff working at our on and offsite classes * Attend meetings with staff if requested * Hold return to work meetings with staff as/when required * Carry out role of Mental Health First Aider following training (or be prepared to do so) * Be an active member of the Wellbeing Team * Maintain confidentiality and a high level of professionalism at all times.   In addition to the usual HLTA duties:   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. Develop and 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 contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc. 9. Liaise with external agencies on a regular basis. 10. Teaching Assistants at this level are expected to undertake at least one of the following: 11. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties. 12. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).   The duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Headteacher.  In all cases:   * *To be responsible for promoting and safeguarding the welfare of children and young people within the school* * *Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person* |

**Person Specification Template**

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|  | **Essential** | **Desirable** |
| Qualifications | GCSE grade D (3) or above in English and Maths  An accredited HLTA qualification | GCSE grade C (4/5) or above in English and Maths  Training related to managing and supporting staff  Mental Health First Aid qualification  Counselling qualification |
| Experience | At least 4 years’ experience as an HLTA in more than one key stage or pathway  Be confident in the leading the learning of groups of students  Be confident leading and managing groups of staff  Experience of developing the practice of other staff, through mentoring. | Significant experience of effectively working across pathways and/or key stages as an HLTA  Significant experience of leading a classes as an HLTA  Experience of leading meetings/training sessions  Experience of staff recruitment following a Safer Recruitment policy. |
| Skills & Abilities | Be able to mentor/coach support staff effectively  Be able to lead a class effectively  Be able to effectively manage the behaviour of a class group, and make a significant contribution to behaviour plans  Be able to use a positive solution focused approach to manage challenging conversations and situations  Be able to be calm and professional during challenging conversations | Be confident in planning group activities  Be confident in behaviour management |
| Knowledge | To be able to understand how adults learn and how best to support their professional development  To have a detailed knowledge of school policies and procedures and how they are implemented  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 | Knowledge of adult training courses  Knowledge of SEN curriculums |
| Behaviours | Be an excellent role model  Work effectively with SLT/HR/Personnel to reach best outcomes  Be flexible and willing to work in different areas of the school  Foster effective team work  Communicate effectively with colleagues, students and parents    Be self-reflective and support other members of the team to do so |  |