

Five Acre Wood Higher Level Teaching Assistant

Hours: 35 (8.00am to 3.30pm) Monday to Friday.

Reports to: Class Teacher

Pay grade: KR7

Job Description

Purpose of Job:

To effectively lead and manage pupils in the absence of a class teacher and support the development of Senior Teaching Assistants and Teaching Assistants.

Principal Accountabilities:

Teaching and Learning

- Contribute towards individual pupil outcomes and strategies.
- Observe, monitor and record the progress of pupils both using the appropriate format as advised by the class teacher including pupil learning, behaviour management, wellbeing, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Make materials for teachers or pupils use as directed by the class teacher
- Contribute to and implement structured learning activities/teaching programmes and support pupils to access learning under the guidance of the class teacher.
- Contribute to pupil reports and other reports as necessary.
- Administer routine tests (if appropriate) and undertake routine marking/moderation as directed maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input
- In negotiation with SLT/Class teacher have a maximum teaching commitment of 0.6
- Stand in for the class teacher when necessary.
- Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- Make materials for teachers or pupils use as directed by the class teacher

Professional and Personal Conduct

- Liaise with parents/carers if requested by the class teacher, maintaining professional, confidential dialogue with due regard to school policy and practice and feedback to the teacher
- Keep abreast of whole school communication
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and in negotiation.
- At the request of the class teacher liaise with therapists regarding specific programmes for children
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Daily communication with parents/carers maintaining professional, confidential dialogue with due regard to school policy and practice and feedback to the teacher/ SLT

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development. Attend training outside of contracted hours with advanced notice and negotiation.
- In conjunction with the class teacher liaise with therapists and other professionals regarding specific programs for children in order to be a source of advice and information regarding the individual non-teaching programs and ensure that consistent records are kept to enable progress reviews to be undertaken.
- Leadership of Teaching Assistants in the absence of the class teacher.
- Plan, prepare and deliver agreed work and support programmes to individual, groups or classes of pupils.
- Advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present and working with pupils who have multi barriers to learning.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- In negotiation with SLT/Class teacher have a maximum teaching commitment of 0.8
- Production of lesson plans, worksheet, plans etc.

Wellbeing of pupils

- Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Supervise and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Support the physical needs of pupils and promote independent movement as advised by the class teacher and therapists. Accompany pupils in the swimming and hydrotherapy pool and adhere to school policy at all times.
- Attend to pupils personal care needs and assist with the organisation of refreshments and mealtimes (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety.
- Ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and personal care programs.
- Prepare primary care areas and disposal of soiled waste according to the duty rota.
- Attend to pupils personal medical needs and manual handling needs to ensure pupils' wellbeing and health and safety, following specialist training and competency sign off.
- Contribute to the formation and implementation of behaviour management programmes for pupils to ensure pupils' wellbeing, health, safety and learning needs are met.
- Have responsibility under the direction of the class teacher, for medical needs policy co-ordination and implementation, liaising with school nurse and parents regarding medical issues and health care plans ensuring that accurate records are kept and relevant information is disseminated.
- Ensure that all medication is dated and securely stored. Attend to pupils personal medical needs to ensure pupils' wellbeing and health and safety, following specialist training and competency sign off.
- Ensure all information regarding care and medical issues is available and up-to-date for off-site trips.
- Role model to and pastoral support for the teaching assistants within the class team.
- Supervise, direct others and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Have joint responsibility with the class teacher, for medical needs policy co-ordination and implementation, liaising with school nurse and parents regarding medical issues and health care plans ensuring that accurate records are kept and relevant information is disseminated.

Knowledge and understanding

- Acquire the appropriate skills, qualifications and/or experience required for the role, with the support from the school

- Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness
- Demonstrate the expertise and skills in understanding the needs of pupils, with specialist expertise within a phase and know how to adapt and deliver support to meet individual needs
- Understand roles and responsibilities within the classroom and whole school context, recognise these may extend beyond a direct support role
- Provide clerical/admin support (e.g. typing, photocopying, collection and recording of money etc.)
- Timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Demonstrate and assist others in the effective use of materials to ensure equipment/materials are safely and effectively used.
- Timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Collection, recording and receipting of cooking and snack money followed by appropriate training.
- In liaison with and in the absence of the class teacher to ensure that the attendance and lunch register is completed daily.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Select and prepare resources necessary to lead learning activities, taking into account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

People Management

- Manage other teaching assistants in the absence of the class teacher
- Mentoring of other teaching assistants.
- Be jointly responsible for the allocation of duties of other teaching assistants.
- Arranging staff lunches in the absence of the class teacher

Effective communication and engagement with students, their families and carers and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Child development - Take part in appropriate trips to support the child with school.

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.

- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> • HLTA qualification or the willingness to work towards one • GCSE Maths and English A-C or equivalent 	<ul style="list-style-type: none"> • Teaching Assistant qualification • Childcare qualification •
EXPERIENCE	<ul style="list-style-type: none"> • Professional and/or personal experience of working with children with SEN 	<ul style="list-style-type: none"> • Total communication approach • ProAct • Experience of working in an educational/nursery setting
KNOWLEDGE		<ul style="list-style-type: none"> • An understanding of Special needs • Knowledge of leading a class team
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills • Child Centred approach. • Good communications skills • Ability to independently but also as a team player • Establish professional working relationships with colleagues 	<ul style="list-style-type: none"> • Basic medical needs training eg. Epilepsy, Allergies, Asthma (full training will be given)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • To be committed to the school's policies and ethos • To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline • To assist with ensuring Safeguarding policies and protocols are correctly followed 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for HR & Payroll Administrator and have read and understand the duties and responsibilities.

- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____