



HIGHER LEVEL TEACHING  
ASSISTANT  
EAST BOROUGH



JOB DESCRIPTION	
Job Title	Higher Level Teaching Assistant
Grade	VIAT 4
School / Department	East Borough
Base	
Hours	32.5
Reports to	Inclusion Manager
Accountable to	Inclusion Manager

### 1. Job Summary

To implement the professional standards for Higher Level Teaching Assistants consistently when supporting and delivering learning to ensure all pupils make excellent progress, through a rich, creative and innovative curriculum.

Please note, the 'Professional Standards for Higher Level Teaching Assistants' should also be read in conjunction with this document.

### 2. Key Working Relationships

- Head of School
- Classroom teacher
- Students
- Parents
- Visitors

### 3. Key Result Areas

#### a) Supporting and leading learning

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take the lead role (where relevant) alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
- To lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.

- As agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring the high levels of behaviour and engagement are upheld.

#### **b) Support for the Trust**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead.
- To contribute to overall ethos, work and mission statement of the Trust.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group.
- Participate in the school's appraisal process.

#### **c) Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **d) Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

#### **e) Representing the Trust**

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

### **4. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

#### **Person Specification: Higher Level Teaching Assistant**

<b>AREA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of Education – 5 GCSE's or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering whole class teaching having achieved the Professional Standards for High Level Teaching Assistants.</li> </ul>	

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of safeguarding children.</li> <li>• Contribute to planning and curriculum delivery to ensure that they are highly effective practitioners.</li> <li>• Has an understanding of assessment for Key Stage One</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivery phonics and the Year 1 statutory assessments</li> <li>• Experience of delivering Year 2 curriculum and statutory assessments</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• A holistic approach to the well-being and education of pupils.</li> <li>• The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners.</li> <li>• Ability to think creatively to deliver learning, to fulfil the Trust’s vision of ‘Fun, Creativity and Achievement’.</li> <li>• Ability and willingness to work collaboratively and supportively within the school team. Able to inspire confidence and respect amongst colleagues and the school community.</li> <li>• Build effective and professional working relationships with parents, staff, Governors and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Keen interest in the Arts, which is utilised to enhance classroom environments.</li> <li>• Has a specialist skill, which can be used to support the curriculum i.e. language or music</li> </ul>
<p><b>Attitude</b></p>	<ul style="list-style-type: none"> <li>• Is committed to their own professional development.</li> <li>• Is a creative thinker, who strives to embed innovative practices and strategies to improve learning for pupils.</li> <li>• Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school’s aims and values at all time.</li> </ul>	