

ACE Learning



Job Description and Person Specification

Post	HLTA
Date reviewed	
Employee Signature	
Line Manager Signature	

ACE Academy
JOB DESCRIPTION

Job description: Higher Level Teaching Assistant

Reporting to: The Head of School

Grade: KR5

Location: Furley Park Primary Academy

Line Manager/s: The head of school, members of the senior leadership team (SLT) and the Academy Executive Team

Supervisory Responsibility: The postholder may be responsible for the supervision of the work of teaching assistants relevant to their responsibilities

Purpose

The Primary focus of the post will be to work under the professional direction of a teacher as part of the professional team to support learning activities for pupils. Within an agreed system of supervision, the HLTA would deliver lessons set by or with teachers and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.

The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

Context

HLTA's will be expected to work effectively with individual pupils, small groups and whole classes under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. HLTA's would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have excellent communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

Duties and responsibilities

- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives to ensure pupil progress and development.
- To cover teachers for Planning, Preparation and Assessment time (PPA)
- To cover a teachers planned or unplanned absence.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Support the role of parents in pupils' learning and lead meeting with parents to provide constructive feedback on pupils' progress to ensure pupils achieve their best results.
- Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.
- Use detailed knowledge and specialist skills to support pupils' learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the school and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils

- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.

Experience

- Successful relevant experience of working with children of relevant age within a learning environment.
- Meet Higher Level Teaching Assistant standards – see “Professional Standards for higher level teaching assistants” for further information.
- Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ3
- Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.
- 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 effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.
- Must be flexible with effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
- Have a creative approach to problem solving and use this to inspire and motivate pupils.
- Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.
- Must have ability to critically evaluate own performance.

Confidentiality

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

Trust Policies

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

Professional Development

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

Health and Safety

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

Attributes	Essential	Desirable
Qualifications	• GCSE or equivalent • NVQ3 • HLTA	• Training in delivery of support programmes.
Previous experience	• Experience of working with children • Training relevant to working in a primary school	• Experience in a similar role.
Professional competence	• High level of literacy and numeracy skills. • Knowledge and understanding of safeguarding and child protection • Ability to plan for pupils learning and deliver lessons using planning provided by a qualified teacher. • Ability to prepare and deliver high quality lessons to whole classes of pupils • Ability to plan, prepare and deliver effective support / intervention programmes • Ability to assess pupils learning against identified success criteria • Ability to utilise ICT to support pupils • Ability to use a range of support strategies • Ability to demonstrate skills in behaviour management • High expectations of students • Ability to promote the general progress and well-being of the individual pupils • High personal standards • A commitment to sustaining up to date professional knowledge.	• Flexibility. • Personal interests / skills to inspire pupils and enrich learning
Personal qualities	• To be energetic, enthusiastic and hard working • Good interpersonal skills • Good health • Good attendance history • Ability to maintain confidentiality • Ability to work well in a team • A willingness to engage in all aspects of school life	• Strong commitment to education beyond the classroom • Sense of humour • A willingness to run extra-curricular activities

All Appointments are subject to a successful CRB and list 99 check.