



HLTA AEN SPECIALIST (FULL TIME)

AEN TEACHING ASSISTANT
FULL TIME PERMANENT
MONDAY-FRIDAY 8.00AM-4.00PM

TO START: SEPTEMBER 2019

PAY RANGE: £ 22,000 - £24,000

HIGHER LEVEL TEACHING ASSISTANT – AEN SPECIALIST

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Additional Educational Needs Assistant

Do you have the ability to inspire children and support them with their learning, in order to help them reach their full potential? Would you like to be given the opportunity to implement the support required for children in Early Years and Key Stage 1? Do you have AEN experience and/ or qualifications? Are you confident in planning, tracking and leading small groups?

We are looking for a Higher Level Teaching Assistant with extensive AEN experience. You will work closely with the Head of Learning Development and the Head of Pre-Prep to support children both in and out of the classroom setting. You will have bags of initiative and will be a discrete and reliable member of the Pre-Prep team. You would be expected to enhance our partnerships with parents, follow recommendations from specialist reports and work with teachers to create individualised learning plans and provision maps.

It is essential that you have experience of working with pupils with additional needs in a Primary setting. Experience of using an online Provision Map tool would be an advantage.

Please send a covering letter together with a completed non-teacher application form (downloadable from our website) to recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: Monday, 3rd June 2019 at 9am

INTERVIEW DATE: Wednesday, 12th June 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

JOB DESCRIPTION – AEN TEACHING ASSISTANT

RESPONSIBLE TO:

- Head of Pre-Prep / Head of Learning Development
- Pre-Prep Deputy Head
- The Head
- Governing Body

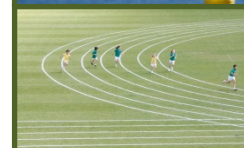
JOB PURPOSE

- Oversee all AEN support in Pre-Prep
- To develop and maintain the outstanding provision of St Michael's, ensuring the smooth day to day running and offering support and care to children and their families.
- To ensure the well-being, happiness and success of each child in an Early Years setting.
- Promote children's independence and self-esteem through enabling their success.
- Work with and support the Pre-Prep staff to support pupils with additional needs.
- Work with TA's and teachers to support pupils

KEY RESPONSIBILITIES

Supporting Teaching and Learning

- To support pupils with additional needs across Early Years and KS1
- Plan, prepare and deliver specified learning activities to individuals and small groups
- Assess, record and report on the development, progress and attainment of pupils
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assess the needs of pupils and collaborate with teachers, Head of Learning development and Head of Pre-Prep to support pupils' learning
- Liaise with external agencies on a regular basis
- Work with the Head of Learning Development to organise, implement and lead the AEN intervention timetable
- Follow structured interventions in order to support pupils with additional needs
- Work with class teachers and specialist professionals to create individual learning plans
- Use 'Edukey Provision Map' to create learning plans, pupil passports and provision maps
- Interpret specialist reports and put in place suggested recommendations, where appropriate
- Co-operate with colleagues within the school in the planning and delivery of high quality, differentiated learning for all children
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Administer standard tests, screen children and undertake routine marking of pupils' work as appropriate



- To contribute to the broader life of the school, for example by supporting extra- curricular, social and other activities
- To support equal opportunities for all children and staff

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success

Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

PERSON SPECIFICATION

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- reliable
- flexible
- great team players
- computer literate
- eligible to work in the UK

Our HLTA's need to have:

- Level 3 Diploma (or equivalent) plus extensive knowledge acquired through training and experience to a level of professional standards specified for HLTA status plus additional professional development
- a warm and encouraging manner
- experience of working with children in EY & KS1
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- curricular knowledge to support all children's learning
- a respect for the confidential nature of the post
- imagination, creativity and lots of energy
- energy, patience and initiative
- a sense of humour