



Job Description

Higher Level Teaching Assistant

Grade: Kent Range 5

Weeks: Term-time only (38 weeks) plus inset days (if applicable)

Salary: £18059-£19863 (pro rata)

Based at: Primarily based at Bredgar CEP School. Travel between Trust sites may be required

This is a permanent position (subject to a 6 month probationary period)

Purpose of the job

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task

Key duties and responsibilities

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Teaching Assistants in this role may also undertake some or all of the following:
 - Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
 - Provide short term cover supervision of classes
 - Supervise the work of other support staff/trainees
 - Be responsible for the preparation, maintenance and control of stocks of materials and resources
 - Invigilate exams and tests
 - Escort and supervise pupils on educational and out of school activities
 - Guide and support pupils in their personal, emotional and social development
 - Prepare and present displays
 - Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
 - Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
 - Work with pupils not working to the normal timetable

Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential and adhere to the Data Protection Policy

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Person Specification

Higher Level Teaching Assistant

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent experience • GCSE grade A*-C in English and mathematics 	<ul style="list-style-type: none"> • Higher Level Teaching Assistant qualification
Experience	<ul style="list-style-type: none"> • Successful recent experience of working with primary children and experience of delivering age related knowledge and skills. Supporting teaching and learning including knowledge of a specialist aspect of the curriculum or equivalent experience • Knowledge and compliance with policies and procedures relevant to child protection, health and safety and confidentiality 	<ul style="list-style-type: none"> • Experience of teaching maths to Key Stage 2 children. • Experience of working across the whole primary phase.
Skills	<ul style="list-style-type: none"> • Able to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour • Able to use specialist equipment/materials and be able to demonstrate and assist others in their use • Able to relate well to children and adults, understanding their needs and being able to respond accordingly • Good influencing skills to encourage pupils to interact with others and be socially responsible • Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations • Evidence of successful team working 	<ul style="list-style-type: none"> • Able to devise and implement structured learning activities, under the direction of the teacher, evaluating effectiveness and measure pupils' progress, giving feedback as required • Knowledge of procedures for supervising pre-prepared learning activities, providing feedback • Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
Personal attributes	<ul style="list-style-type: none"> • Friendly nature with a tactful, professional and flexible approach • Excellent interpersonal skills <ul style="list-style-type: none"> - oral and written communication skills • Excellent time keeping and attendance • Methodical and organised approach to work • Self-motivated and pro-active • Appropriate levels of personal presentation • Good sense of humour • Diplomatic and resourceful • Positive/can do approach • Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	
Values	<ul style="list-style-type: none"> • Commitment to school's aims and values • Commitment to continuous personal development 	

	<ul style="list-style-type: none">• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	
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