

Job Description

Job Title:	Higher Level Teaching Assistant
Group:	UK Independent Schools
Dept/Project/Service:	St. Andrew's School
Reports to:	Assistant Principal
Responsible for:	N/A
Usual office base:	St. Andrew's School
Grade:	8

Job Purpose:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

To plan and teach lessons to cover the regular PPA release time for teachers and to cover lessons during the short-term absence of teachers.

Job Objectives:

Support for Pupils

1. To support pupils' development and promote independence in a safe, secure, challenging environment, employing strategies to recognise and reward achievement of self-reliance
2. To support the learning of individuals and groups of pupils as identified in the weekly curriculum plan, and to act as a role model, setting high expectations
3. To focus on individual pupils to ensure their needs are being met within the group
4. To work with other staff to develop and implement the individual provision map for pupils

5. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
6. To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth, and other medical procedures for which training has been given by an appropriate person
7. To participate in pupils', play and extend and stimulate language through conversation

Support for Teachers

1. To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils, and to adjust lessons/work plans as appropriate
2. To assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present
3. To plan and teach whole classes, using schemes of work, as required
4. To organise and safely manage the appropriate learning environment and resources
5. To set out, prepare, use, and tidy equipment, and to report defective equipment
6. To monitor and evaluate pupil's responses to learning activities through observation and to undertake planned recording of achievement against pre-determined learning objectives
7. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters, ensuring the availability of appropriate evidence
8. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
9. To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office.
10. To work with an established discipline policy to anticipate and manage behaviour

Support for the Curriculum

1. To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
2. To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. To help pupils access learning activities through additional or intervention support

Support for the School

1. To promote the policies and ethos of the school
2. To display pupils' work to reflect their achievement
3. To supervise pupils on outings and visits as required
4. To supervise pupils at lunchtimes and playtimes
5. To attend staff meetings, as required
6. To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, and to refer all concerns to the Principal. The postholder will receive training as necessary from the school
7. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
8. To be a proactive member of the school and class team
9. To undertake planned supervision of pupils' out of school hours learning activities
10. To attend relevant courses and learning activities in order to update knowledge as required
11. To support and mentor other less experienced Teaching Assistants' work in the classroom when required, and lead training for other Teaching Assistants

General

The Higher-Level Teaching Assistant may be called upon to perform other duties that the Principal considers reasonable, and which are commensurate with the grading and designation of the post.

School Events

Higher Level Teaching Assistants are expected to attend the following events, which occur out of school hours:

- Annual Open Day (Saturday)
- Christmas Fayre (Saturday)
- Year 6 Prize Giving (evening)
- Year 6 Leavers' Play (evening)
- Annual Art Exhibition and Open Evening (afternoon/evening)

And at least one of the following:

- Christmas Disco (evening)
- Get Your Grown Ups Gardening Event (Saturday)
- Junior Summer Concert (evening)

Person Specification:

Knowledge

Essential:

- HLTA Status

Desirable:

- Specialist skills/training in curriculum or learning area, e.g. modern foreign language, Music or RE
- An in-depth understanding of one or more stages (EYFS, KS1 or KS2)
- Knowledge & understanding of the National Curriculum
- Current Paediatric First Aid certificate
- Up-to-date Child Protection Training

Experience

Essential:

- Previous experience of working successfully with children in an educational setting, including those with special educational needs

Desirable:

- Previous experience of working as an HLTA
- Experience of working in 2 or more key stages
- Experience of using ICT effectively to support learning
- Experience of leading and managing other support staff

Skills

Essential:

- Fluent written and spoken English
- The ability to communicate effectively, verbally and in writing, and establish a clear understanding with children, parents, colleagues and outside agencies
- Excellent interpersonal skills, which enable the postholder to build constructive relationships with children, parents, colleagues and outside agencies
- The ability to contribute effectively to teachers' planning and preparation of lessons and to plan own role in lessons, including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour
- The ability to plan, prepare and deliver learning activities

- The ability to make an effective contribution to the selection and preparation of teaching resources, to meet pupils' diverse needs and interests
- Ability to contribute effectively to the workload, planning, supervision and responsibilities of a team
- Able to work with guidance under limited supervision
- The ability to learn and adapt from past experience

Desirable:

- The ability to quickly gain an in-depth understanding of the curriculum (EYFS, KS1 or KS2) relevant to the year group placement

Practical skills

Essential:

- Confidence and ability to reflect and develop own practice
- Ability to create a stimulating and attractive learning environment in the classroom
- Excellent organisational skills and time management

Personal Attributes and Qualities

Essential:

- Commitment to safeguarding and promoting the welfare of children and young people
- Team Player
- Prompt and reliable
- Committed to lifelong learning through undertaking further training and development, using the opportunities offered by the school to further knowledge
- Able to deal with sensitive information in a confidential manner
- A thoroughly professional approach to all aspects of the role, contributing to the school as a whole
- Have a genuine interest in and enjoyment of children
- Positive approach to behaviour management
- A capacity for hard work and to cope under pressure
- Demonstrate creativity and imagination
- A good listener

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.