



Job Profile

Job Title:	Higher Level Teaching Assistant
Job No:	CAT0055KPS
Reports to:	Deputy/Headteacher
Hours:	29.25 hours per week – Term Time only
Location:	Berewood Primary School, Waterlooville

RESPONSIBLE FOR:

To assist in promoting the learning and personal development of the pupils to enable them to make best use of the educational opportunities available to them.

DUTIES:

Combination of support across Year groups whilst also being used to cover any planned or non-planned absence. Teaching will need to be meet the school's policy on teaching and learning.

MAIN ACTIVITIES ARISING FROM THESE DUTIES

Support for Pupils

Undertake a range of tasks to support learning for pupils as effectively as possible in whole class, small group and 1:1 situations both within and outside of the mainstream classroom by, for example:

- Promoting positive values, attitudes to learning and good pupil behaviour in line with school policy.
- Establishing supportive and effective relationships with pupils
- Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs and to support them in developing their resilience and perseverance when completing tasks
- Ensuring pupils are able to use the equipment and materials provided and help to make/adapt resources as necessary
- Assisting small groups of pupils/individuals in particular areas, e.g. speech and language, reading, spelling, phonics, numeracy, handwriting/presentation etc
- Accompanying pupils on educational visits

Support for the class teacher:

- Monitoring pupils responses to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Providing regular feedback on the pupils' learning and behaviour to the teacher
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Keeping records of pupils' behaviour and assisting the teacher in fostering links between home and school e.g. completing home-school communication books

- Marking pupils' work (if appropriate) under the direction of the class teacher
- Undertaking routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days, educational visits
- Providing additional nurture to individuals when requested by the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Undertake other relevant duties given by the class teacher

Teaching and learning:

- To cover and lead class teaching as and when appropriate such as for regular PPA cover and to provide cover for staff illness or training
- Direct the work, where relevant, of other adults in supporting learning
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

NOTE: The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from your line manager. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the your line manager.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level</p> <p>Awareness of the National Occupational Standards for Supporting Teaching and Learning at level 2</p> <p>General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement</p> <p>Knowledge of current national policies relevant to child protection and health and safety within a primary school environment</p> <p>Qualified as a First Aider at Work, or wiliness to train</p>	<p>Knowledge of current in-school interventions to support pupil progress</p> <p>Knowledge of the National Occupational Standards for Supporting Teaching and Learning at Level 3</p> <p>Knowledge of safeguarding & Health and Safety requirements within a primary school environment</p> <p>Awareness of the primary national curriculum</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulties</p>	<p>Application Documentary evidence Interview</p>
Skills	<p>Excellent interpersonal and communication skills that enable instructions to be understood by pupils at differing levels that promotes learning and understanding, and builds effective professional relationships with a wide range of contacts</p> <p>Relevant skills that enable effective review and feedback on a pupil's progress</p> <p>Problem solving skills</p> <p>Computer literate with the ability to positively promote the use of ICT in the individual pupil's learning</p> <p>Evidence of spelling and mathematics skills and strategies that would support progress of pupils</p>	<p>Skilled in working with a class teacher to implement planned learning activities and teaching programmes</p>	<p>Application Interview References</p>
Experience	<p>Establishing positive relationships with children that encourages and enables child development</p> <p>Experience of successfully implementing strategies that promote positive behaviour</p>	<p>Teacher, HLTA or Teaching Assistant in a primary school setting</p> <p>Experience of working within an Academy</p>	<p>Application Interview References</p>

	Working with young pupils in a relevant environment	Experience of successfully delivering a specific programme of support to an individual pupil or small group Experience off organising, learning and motivating a team	
Personal attributes	<p>Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see pupils progress and develop</p> <p>Willing to work flexibly as the needs and demands of the school fluctuate</p> <p>Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective and self-critical and to respond to feedback, understanding the need for confidentiality</p> <p>A nurturing nature which will support and develop the wellbeing of pupils</p> <p>Strong working ethos with a high level of commitment to the school and its values whilst maintaining a work-life balance</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</p>		Interview References

October 2024