

<b>Post title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Salary and grade:</b>	NJC 22 to 26
<b>FTE:</b>	37 hours per week, term time only + 5 days
<b>Line manager/s:</b>	Class Teacher/Senior Leadership Team

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### **Main purpose of the job:**

To undertake & support the planning and delivery of high-quality learning and care for children and young people with special educational needs both in and out of the classroom. The post holder will collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

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### **Key duties and responsibilities**

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

### **Support for Pupils**

- Monitor and evaluate pupils' responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Provide specialist key worker support to students if required
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans and behaviour plans.

- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

## Support for Teacher

- Provide support and guidance to classroom support staff including allocation and monitoring of work and training
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

## Support for the Curriculum

- Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher and / or line manager.
- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

## Support for the School

- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Support the role of parents / carers in pupils' learning and contribute to leading meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Willingness to undertake Key Working training and responsibilities associated with this role if required
- Support and Lead Trips where necessary
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	Level 5 qualification e.g. Diplomas of HE and FE, foundation degrees and HNDs <b>Or</b> Evidence of the equivalent level of knowledge gained through work experience	•	
	Meet the HLTA standards or have an equivalent HLTA qualification or experience	•	
	Knowledge and experience of planning, preparing, delivering and evaluating learning activities	•	
	Experience of assessing pupil progress and reporting on development and attainment	•	
	Experience of providing support and guidance to other teaching support staff and ability to supervise staff	•	
	Ability to drive and willingness to undertake minibus training		•
<b>Experience</b>	Experience of working with children and young people with Special Educational Needs and Disabilities	•	
	Experience of working with national curriculum and other strategies in a school environment		•
<b>Thinking Ability</b>	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
	Awareness of the need to maintain confidentiality	•	
<b>Personal Effectiveness</b>	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	

		Essential	Desirable
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	