Post title:	**Higher Level Teaching Assistant**
Salary and grade:	NJC 21-26 £33,143 - £37,280
FTE:	£25,529 - £29,219
Line manager/s:	Senior Leadership Team
Hours:	Full time (32.5 hours) Term Time Only
Base:	Lotus Academy – Stocksbridge Hub

Main purpose of the job:

To complement the professional work of Class Teachers by taking responsibility for planning, preparing and delivering learning activities for pupils, monitoring their progress and assessing, recording and reporting on their achievements. The postholder will be responsible for the management and development of a specialist area within the school.

Key duties and responsibilities:

This role involves providing targeted support to pupils by assessing their individual needs, implementing tailored learning plans, promoting inclusion, independence, and positive behaviour, and giving regular feedback on progress. It also includes supporting teachers by helping to plan and deliver structured learning activities, monitoring and recording pupil achievement, managing classroom behaviour, and contributing to communication with parents and carers. Additionally, the position carries line management responsibilities, including leading, mentoring, and supporting other Teaching Assistants, as well as contributing to their recruitment and training.

Support for pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently recognising and responding to their needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for Teacher:

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning activities.
- Monitor and evaluate pupils' responses to learning activities through a range of assessments and monitoring strategies.
- 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.
- Record progress and achievement in lessons and activities systematically and provide evidence of range and level of progress and attainment.
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupils' learning and contribute to meetings with parents and carers to provide constructive feedback on pupil progress and achievement.

Support for the Curriculum:

- Deliver learning activities to pupils, within the agreed system of supervision, adjusting activities according to pupils' needs and responses.
- Deliver local and national learning strategies, eg. Literacy, Numeracy, KS3 and Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on the appropriate deployment and use of specialist aids, resources and equipment.

Support for the School:

- 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 in accordance with policy.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and aims of the school.
- Establish constructive relationships and communicate with other services and professionals to support achievement and progress of pupils.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Contribute to the delivery of appropriate out-of-school learning activities, which consolidate and extend work carried out in class.

Line Management:

- The postholder will manage other Teaching Assistants and this will include representing Teaching Assistants at meetings.
- The postholder will contribute to recruitment, induction, performance management, training and mentoring of other Teaching Assistants.

Other Duties

- Other such reasonable duties as determined and delegated by the 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 teach, 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 School 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
Qualifications, Skills & Knowledge	Higher Level Teaching Assistant standards or have an equivalent qualification or experience.	•	
	NVQ level 3 or equivalent in English and Maths	•	
	Proven delivery or training in relevant learning strategies, e.g., Literacy.	•	
Experience	Proven experience in a school setting, specifically leading classes or acting as a cover supervisor.	•	
	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		•
	Experience of training in positive handling techniques such as Team Teach.		•
	Experience of a variety of positive behaviour support strategies.	•	
Thinking Ability	A passion for working with children and young people with Special Educational Needs and Disabilities	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation including safeguarding	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Personalised Learning 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	•	
Personal Effectiveness	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	•	
General	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)	•	
	To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks	•	
	Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines	•	
	Full, valid UK driving license		•