



## Job Description

<b>Job Title</b>	<b>High Level Teaching Assistant (HLTA)</b>
<b>Pay scale</b>	<b>Salary Scale 6 point 18 - 20</b>
<b>Location</b>	<b>New North Academy</b>
<b>Responsible to</b>	<b>Headteacher</b>
<b>Purpose</b>	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
<b>Job Context</b>	Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>● To uphold all school policies</li><li>● To present the school in a positive way</li><li>● To respect the confidential nature of all information (verbal/written)</li><li>● To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school</li></ul>
<b>Duties and Responsibilities</b>	<p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"><li>● Covering classes across the school, for known absence and professional development.</li><li>● Flexible to cover sickness absence</li><li>● Deliver planned lessons</li><li>● Feedback to teachers and other staff.</li><li>● Plan and deliver interventions to support key pupils or groups of pupils across the school.</li><li>● Attend weekly teacher CPD meetings.</li><li>● Manage behaviour in an effective and positive manner.</li></ul> <p><b>Support for the pupils</b></p> <ul style="list-style-type: none"><li>● Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.</li><li>● Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li><li>● Promote the inclusion and acceptance of all pupils within the classroom.</li><li>● Understand and respond to pupils' individual needs.</li><li>● Encourage pupils to engage, interact and work cooperatively with others</li><li>● Promote independence and self-reliance</li><li>● Provide feedback to pupils in relation to progress and achievement.</li></ul>



## **Support for the school:**

- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- Organise and manage an appropriate learning environment and resources.
- To assist with activities outside the classroom including supervising children on visits, in playgrounds and dining areas or as required
- To participate in relevant professional development.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Learning in Harmony Trust.
- To 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.
- To be aware of and support differences and ensure all pupils have equal access to opportunities.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To recognise your own strengths and areas of expertise and use these to advise and support others
- Attend relevant training relating to your role within the school and take responsibility for your own professional development.

## **Other**

- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- All employees are required to support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.

## **Key safeguarding responsibilities**

To have regard to and follow the safeguarding procedures of the school and Learning in Harmony Trust.



## Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications</b>		English and Maths GCSE (Level C+ or equivalent)	Application form
	Committed to ongoing professional development.		Application form Interview
		NVQ Level 2 or 3 supporting Teaching and Learning or equivalent	Application form
		Current First Aid /Paediatric First Aid qualification	Application form
<b>Professional Experience and Knowledge</b>	Knowledge of child development		Application form References Interview
		Experience of working within a school or Early Years setting	Application form References Interview
<b>Personal aptitude, qualities and skills</b>	Effective time management and flexibility		Application form References Interview
	Motivate, inspire and have high expectations of pupils		Application form References Interview
	Ability to use initiative to deal with challenges that the job can present		Application form References Interview
	Able to build positive relationships with all children		Application form References Interview
	Establish and maintain good working relationships with school staff, parents/carers and external contacts.		Application form References Interview
	Uphold confidentiality at all times		References Interview
	Use IT to support learning		Application form
	Reflect on own practice		Application form References Interview
	Understand and implement school policies relating to Safeguarding, Behaviour,		Application form



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	Equality and Health and Safety.		
	A commitment to the wider school community.		Interview