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| **Job title** | **HIgher Level Teaching Assistant(HLTA) / Coach** |
| **Job Reference:** |  |
| **Location:** | **Birchwood Primary School** |
| **Grade** | **4** | **Salary:** |  **point 9 -13 (£28,142- 31,022 pro rata)**  |
| **Hours per Week:** | 7.5 hours - opportunity for additional 15.25 TA hours  | **Status:** | Permanent  |
| **Flexible Working Options:** | * *Part-time hours (less than 37 hours)*
* *Flexibility for occasional personal commitments*
* *Term-time working*

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| **Main purpose of the job** |

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction of a qualified teacher.

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| **Typical responsibilities of a role at this level**  |

Key duties:

1. Plan, prepare and deliver specified learning activities to individuals, to whole classes modifying and adapting activities as necessary under the direction and supervision of a teacher/Senco.

2. Assess, record and report on development, progress and attainment.

3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.

5. Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning.

6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

7. HLTA’s / Teaching Assistants at this level are expected to undertake at least one of the following (as directed by the teacher/senco):

a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties

HLTA’s / Teaching Assistants in this role may also undertake some or all of the following:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews (under the direction of the teacher/senco).

2. 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.

3. Contribute to the development of policies and procedures.

4. Provide cover supervision of classes if the teacher is required to step out from the class.

5. Supervise or manage the work and development of other classroom support staff.

6. Be responsible for the preparation, maintenance and control of stocks of materials and resources.

7. Liaise with external agencies on a regular basis.

8. Provide pastoral care to pupils for example as head of year or tutor group.

9. Be responsible for pupils who are not working to the normal timetable.

10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

11. Invigilate exams and tests.

12. Be responsible for the presentation of displays.

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| **What you’ll be expected to deliver** |

*First and foremost, we are looking to appoint a higher level teaching assistant who will teach whole classes, 3 x afternoons every week. If the successful candidate is interested, we also have 5 x mornings of Teaching Assistant support work available.*

**This list is not exhaustive and main objectives / performance measures will be discussed and agreed with your line manager.**

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| **Person Profile: what you’ll bring to the team** |

**Qualifications and Professional Memberships**

1. Working at or towards the professional standards for Higher Level Teaching Assistants/NVQ level 4/Diploma or equivalent.

**Specialist knowledge skills and experience**

1. Requires knowledge and experience of supporting and leading learning activities in a specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering specified work to groups and classes.
2. Knowledge and practical compliance with policies and procedures relevant to child protection.
3. Demonstrates planning, organising and interpretive skills and some experience of developing learning activities or individual education plans.
4. Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Ability to effectively communicate with other staff and parents/carers.
5. Knowledge of how to use ICT to advance pupils’ learning, and ability to use common ICT tools for own and pupils’ benefits.
6. Experience in independently planning, preparing and delivering learning.
7. Experience of emotionally demanding or challenging behaviours and situations as a result of attending to pupils’ personal needs and assisting with behaviour management.
8. Previous experience of supporting, advising and/or monitoring less experienced teaching assistants, the day-to-day allocation of work to other staff, or line management of a small team may be beneficial in this role.

**Values and Personal Qualities**

1. A passion for improving the learning and welfare of pupils.
2. A willingness to learn and undertake CPD.
3. Ability to remain calm in stressful situations.

**Additional requirements –**

A full, clean UK driving licence is preferred, but no

Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.