

**Vacancy Reference No:**

Job Title:	Higher Level Teaching Assistant	Job Number:	L3445D
Directorate:	Children, Learning and Young People	Post Number:	1000140
Service:	Services for Schools	Grade:	4
Location:	Willenhall Community Primary School		

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation 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.

Main Duties and Responsibilities:

Supporting Pupils

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning
- Take a lead role in managing and delivering pastoral support
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve
- Provide feedback to pupils in relation to progress and achievement

Supporting Teachers

- Organise and manage learning activities in ways which keep pupils safe
- Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities / work plans as appropriate
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives
- Assess, provide objective and accurate feedback and report as necessary on pupil development, progress and achievement, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of the pupil's work and accurately record achievement/progress
- Within the school's behaviour policy, apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment
- Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupils progress / achievement where appropriate
- Produce lesson plans / work where requested and appropriate
- Provide general administration tasks including preparing displays
- Input and analyse pupil data and assessment information as directed by the class teacher and/or line manager

Supporting the Curriculum

- Deliver learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- 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 / cultural backgrounds
- Advise on appropriate deployment and use of specialist resources / equipment.

Supporting the School

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communication with other agencies / professionals in liaison with the teacher, to support achievement and progress of the pupil
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes

- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- May co-ordinate a school activity e.g. extra-curricular activity / work experience / home-school liaison / SEND work
- Model good practice and contribute to planning and delivery of appropriate training
- Contribute to the overall ethos, work, aims of the school by attending and participating in relevant meetings / training and contributing to the development of policies and procedures within the school
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training
- 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
- Within an agreed system of supervision and within pre-determined lesson objectives, teach whole classes; evaluating and adjusting lessons / work as appropriate

Ethos and Culture

- To follow the ethos and culture within the school that drives through school improvement in line with the aims of the school.
- To demonstrate behaviours that support and contribute towards developing the values of the school.
- To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Responsible to: Deputy Head Teacher

Date Reviewed: May 2024

Updated: May 2024



Person Specification

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Qualifications	- Level 3 qualification in relevant subject area (e.g. supporting teaching and learning in schools, diploma in childcare and education, T-level in education and childcare) or externally assessed HLTA status - Nationally recognised qualification at level 2 or above in English/literacy and Maths/numeracy (e.g. GCSE grade 4-9 or equivalent)
Experience	- Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age - Experience of leading activities with children - Experience of assisting pupils in their learning from across the Primary Age Range - Experience of working as part of a team
Knowledge & Understanding	- Demonstrate knowledge and understanding of the HLTA standards - Understand the key factors that affect children and young people's learning and progress - Know how to contribute to effective personalised provision by taking practical account of diversity - Have sufficient understanding of your area(s) of expertise to support the development, learning and progress of children and young people - Know how to use ICT to support your professional activities - Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners you support - Understand the objectives, content and intended outcomes for the learning activities in which you are involved - Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEND) code of practice and equalities legislation - Know how other frameworks, that support the development and well-being of children and young people, impact upon your practice - Knowledge of Health and Safety requirements
Skills & Abilities	- To contribute to the planning and preparation of learning activities, including your role within the learning activities - To devise clearly structured activities that interest and motivate learners and advance their learning - To plan how you will support the inclusion of the children and young people in the learning activities - To contribute to the selection and preparation of resources suitable for children and young people's interests and abilities - To monitor learners' responses to activities and modify the approach accordingly - To monitor learners' progress in order to provide focused support and feedback

	• To support the evaluation of learners' progress using a range of assessment techniques • To contribute to maintaining and analysing records of learners' progress • To use effective strategies to promote positive behaviour • To recognise and respond appropriately to situations that challenge equality of opportunity • To use your ICT skills to advance learning • To advance learning when working with individuals, small groups or whole classes without the presence of the assigned teacher • To organise and manage learning activities in ways which keep learners safe • To direct the work, where relevant, of other adults in supporting learning
Personal Qualities	• Have high expectations of children and young people with a commitment to helping them fulfil their potential • Establish fair, respectful, trusting, supportive and constructive relationships with children and young people • Demonstrate the positive values, attitudes and behaviour they expect from children and young people • Communicate effectively and sensitively with children, young people, colleagues, parents and carers • Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people • Demonstrate a commitment to collaborative and cooperative working with colleagues • Improve their own knowledge and practice including responding to advice and feedback • Flexibility to respond to the daily changing needs of the school • Maintain confidentiality on all school matters • A sense of humour