

Job Description

Vacancy Reference No:

Job Title: Higher Level Teaching Assistant (Manager) Job Number: 1026296

Directorate: Children, Learning and Young People **Post Number:**

Service: Gosford Park Primary School Grade: 5

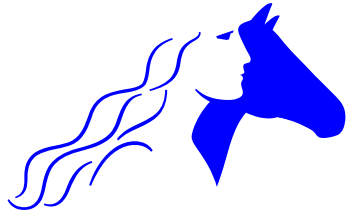
Job Purpose

On behalf of the Head and Governors and reporting to Senior Management

1. To work collaboratively with a responsible teacher by utilising advanced knowledge and specialist skills to undertake “specified work” and provide care and supervision to children/young people.
2. To lead planned learning with individuals/groups/classes of pupils in a Teaching Assistant / Teacher’s Absence.
3. To manage, organise and prepare resources for planned learning.
4. To contribute to the schools Learning Mentor provision
5. To manage a group of education support staff within the school

Duties and Responsibilities

- To report to senior management on progress and activity around child protection and attendance related work and to propose and take appropriate action as agreed.
- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- To prepare and provide written and/or verbal reports, evaluations and action plans for Senior Management Team.



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- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Any other duties and responsibilities within the range for the salary grade

All employees

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

- 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.

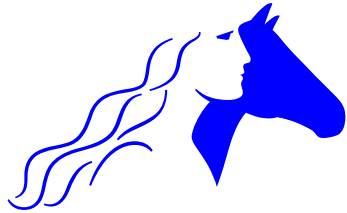
All employees

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate.
2. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision, and discipline of pupils within the procedures of the school/service, providing feedback to pupils.



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8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
11. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
12. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
13. Assist the teacher in monitoring and analysing records of pupils' progress.
14. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Support and contribute to the overall ethos/work/aims of the school.
17. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
18. Attend and participate in relevant meetings as required.
19. Any other duties and responsibilities within the range for the salary grade.



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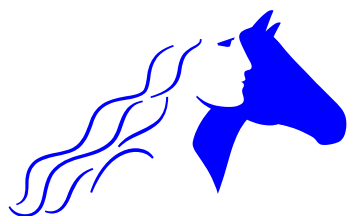
Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Responsible for: designated staff in area of responsibility

Responsible to: Head Teacher, Deputy Head teacher and Inclusion Co-ordinator.

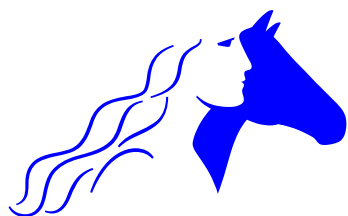
Date Reviewed: February 2018

Job Title: **HLTA Manager** Grade: 5



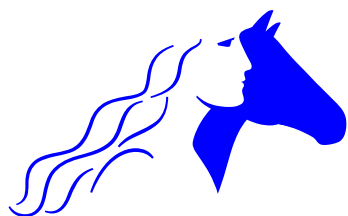
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<p style="text-align: center;">Knowledge</p>	<ul style="list-style-type: none"> • A good understanding of the challenges facing children from a disadvantaged community • Understanding of the principles of child development and learning processes and in particular, barriers to learning • A good understanding of mentoring relationships with disadvantaged children • A good understanding of the range of agencies and activities that provide support to vulnerable pupils • A full working knowledge of policies and codes of practice in areas specific to the post • A full working knowledge of relevant legislation in relation to the post • An understanding of current issues in Education in general • An understanding of the needs of a multicultural society. • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. • Knowledge of Health and Safety requirements
<p style="text-align: center;">Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving • Ability to self-evaluate learning needs • Ability to relate well to children and adults • To work constructively as part of a team • Effective organisational skills • Excellent communication skills – ability to draft and present verbal and written reports to a range of audiences • Ability to organise, lead and motivate a team



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<p>Experience</p>	<ul style="list-style-type: none">• Experience of working with children of relevant age or with general/specific special needs• Experience of supervising a team• Experience of working with pupils of primary age, assisting in their development.• Minimum experience of at least 3 years working as a teaching assistant in a school• Experience of working with pupils with additional educational needs, more able, special educational needs.• Experience of working in the relevant discipline.• Experience of supervising and working as part of a team.
<p>Educational</p>	<ul style="list-style-type: none">• Meet Higher Level Teaching Assistant standards• Qualified HLTA/NVQ 3 + for Teaching Assistants or equivalent Coaching Awards• GCSE English and Maths or equivalent• Evidence of continuous INSET and commitment to further professional development• Meet Higher Level Teaching Assistant standards• Training in relevant strategies e.g.literacy and/or in particular curriculum/learning area e.g. ICT, Maths



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<p>Personal characteristics</p>	<ul style="list-style-type: none">• Good cooperative, interpersonal and listening skills.• Flexibility and willingness to accept change.• Willingness to share knowledge, expertise and experience.• Ability to self-evaluate learning needs and actively seek learning opportunities.• Ability to work proactively and independently.• Approachable, courteous and able to present a positive image of the school to others.• Maintain confidentiality in all matters relating to the school, its pupils, parents and carers.• A sense of humour
<p>Special Requirements</p>	<ul style="list-style-type: none">• Full Driving Licence• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. <p>This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>

Date Reviewed: November 2016