

Job Description Higher Level Teaching Assistant – Intervention Hub

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Director of Inclusion
Grade	5 (£19,164 - £23,966 pro rata per annum)
Hours	37 hours per week term time only plus 1 week (39 weeks)
Location	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

Job Purpose

Under the guidance, direction and in collaboration with the Director of Inclusion, undertake specific work with identified pupils, providing a complementary service to that provided by teachers. Enhance the learning of pupils who need help and support to overcome barriers to learning in order to achieve their full potential. Use advanced/high level of knowledge and specialist skills across a range of specialist disciplines, thus contributing to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour. Manage a group of educational support staff within the school.

Duties and Responsibilities

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement. (Higher level of involvement and contribution with minimal supervision)
- Deliver agreed lessons and learning experiences to identified pupils, groups and/or whole classes as required.
- Implement and monitor student profiles and support with quality first wave 1 teaching by preparing resources and adapting materials to suit individual students with either specific or general learning needs.
- Monitor needs of individual pupils and, in conjunction with teaching staff, to develop appropriate measures to acknowledge progress and achievements, overcome problems and to facilitate physical, emotional and education development of pupils and groups of pupils.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including: administration of baseline tests and assistance with access arrangements for public examinations

- Promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance and to support students in social and emotional well-being
- Support the role of parents/carers in student's learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Support and contribute to the overall ethos/work/aims of the school.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement, assisting with the promotion of independence activities and mobility skills and enabling the pupil to access the normal routines of the classroom
- Assist with the organisation and delivery of a skills/employability programme with groups or individual children.
- Liaise with teachers and other staff at the school, to obtain, exchange and record information on the individual student's progress, including liaison with TAs

Line management

- Regular supervisory and training responsibility for other Teaching Assistants.
- To support the Literacy Leader and SENCO with the timetabling of the Teaching Assistants team, including own timetable which will include some in-class support.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Michaela Thomas

Date: October 2021