

Job Details

Schools:	LifeFull Schools
Salary:	£32,107.02 [Scale 5 point 15] FTE £35,892
Hours:	36 hours per week - 8:00-4pm - 45min of breaks per day
Contract type:	Part time and permanent 5 days per week, term time only
Reporting to:	Head of School

Main Purpose of Job

- To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants
- To contribute to planning, preparing and delivery of agreed work and support programmes to individuals or groups of pupils
- To advance pupils' learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present
- To use behaviour management strategies effectively and in line with the school's policy and procedures, which contribute to a purposeful learning environment
- To be responsible for the management and development of other learning support assistants including allocating and monitoring work and undertaking performance management where appropriate
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

Support for the Pupils/Families

- To support working relationships with the pupils, acting as role model and setting high expectations
- To deliver and support pupils learning in the most effective way
- To understand how to meet the diverse personal needs of pupils whilst encouraging their independence
- To support pupils with special educational needs through the delivery of specific learning programmes, to contribute to setting individual support plan (ISP) targets and to reviews
- To encourage pupils to interact and work co-operatively, ensuring all pupils are interested, motivated and engaged in activities
- To undertake monitoring and assessment of pupils work, modifying approaches to learning accordingly



Support for the teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment
- To contribute to maintaining and analysing records of pupils progress
- To support the evaluation of learners' progress using a range of assessment techniques and feedback the achievements of pupils to colleagues through the agreed monitoring systems
- To establish, develop and maintain constructive relationships with parents/carers by:
 - supporting their role in pupil's learning,
 - providing constructive feedback on pupil's progress and achievements
 - facilitating their support for their child's attendance
 - support home to school/community links
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning
- Within an agreed system of supervision, to cover PPA time/short term absence, delivering learning and directing LSAs in the classroom to ensure that the learning objectives are achieved

Support for the School

- To undertake line management responsibilities where appropriate including:
 - manage other Learning Support Assistants
 - liaise between managers/teaching staff and Learning Support Assistants
 - hold regular team meetings with managed staff
 - represent Learning Support Assistants at teaching staff/management/other appropriate meetings
 - undertake recruitment/induction/appraisal/training/mentoring for other Learning Support Assistants
 - to be a Play Coordinator and lead on OPAL play in both resources and playwork practice
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to 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 own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To take a lead role in the whole school in specialist area and share expertise and skills with others
- To attend and participate in regular meetings, and in training and development opportunities as appropriate
- To work with the Line Manager about timetable arrangements, and when appropriate, be responsible for arranging cover when Learning Support Assistants are absent.



Higher Level Teaching Assistant Job description & Person Specification

- To work with the lead teacher for Learning Support Assistants in supporting and maintaining the appraisal system for Learning Support Assistants.
- To undertake the invigilation of tests.

Support for the Curriculum

- To use IT effectively to support learning activities and develop pupils' competence and independence in its use.
- Within an agreed system of supervision, deliver learning and teaching activities and adjust according to pupils' responses/needs.
- To actively investigate courses and activities outside of the school.
- To advise, demonstrate and assist in the safe and effective use of specialist equipment/materials, including use of IT.
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning support activities to support the development of pupils' skills

Support for Pupils/Families

- To take a lead role in undertaking games and activities with pupils.
- To deliver pastoral support.
- During play, to support the development and implementation of individual behaviour plans.
- To support pupils whilst recognising and responding to individual needs and provide advice to assist their social, health and hygiene development.
- To promote the inclusion and acceptance of all pupils within the playground. Encourage pupils to interact and work cooperatively with others and engage in all activities.
- Under supervision, to receive and support a child who has been excluded or is not included within the playground activities.
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.
- To act as a role model for pupils and provide support for distressed pupils.
- To provide feedback to pupils in relation to their behaviour.
- To deal with minor incidents and the health and hygiene of the children and where necessary escort them home.

Other

- Undertake such other duties as the executive head teacher and head of school from time to time may direct

All members of staff are expected to take responsibility for their work, encourage and accept feedback from colleagues and line managers and respond to or adapt to change as required. We expect all members of staff to continue to learn and develop as professionals, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in the performance management process.



Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks involved in this role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the executive head teacher.

Person Specification

	Essential	Desirable
Qualifications	- An NVQ level 3 in childcare or equivalent - A good, basic education - to GCSE level in English and Mathematics, or equivalent	NVQ Level 4 or 5 qualifications
Experience	- working as an learning support assistant in a school setting - working in a team and cooperating with other staff members - Leading a class - Planning and preparing learning activities	Working with children with SEN and/or ASD
Personal attributes	- Recognise and value the important role of the Higher Level Teaching Assistant in supporting teaching, learning and pupil wellbeing - Be proactive, showing initiative and taking responsibility for pupils' learning in collaboration with class teachers and wider school staff - Demonstrate flexibility and resilience, with a positive, solution-focused "can-do" attitude - Remain calm, patient and diplomatic, maintaining a consistently professional demeanour - Show sensitivity, empathy and fairness, treating all pupils and adults with respect - Be well organised, with the ability to prioritise effectively and manage a varied and demanding workload Support, uphold and actively promote the Christian ethos, values and aims of the school Communicate clearly and effectively with pupils, parents/carers, colleagues and external professionals - Demonstrate high expectations for behaviour, learning and inclusion, modelling positive attitudes at all times	



	• Work collaboratively as part of a team, while also showing confidence to work independently and use professional judgement when appropriate • Be reflective and open to feedback, with a willingness to engage in professional development • Maintain confidentiality and demonstrate a strong commitment to safeguarding and promoting the welfare of children	
Skills	• Good standards of numeracy and literacy • Confident and effective use of IT to support teaching, learning and professional tasks • Ability to relate well to children and adults, using clear and effective communication skills, including the ability to speak and write in Standard English • Ability to reflect on own practice, identify learning needs and actively seek professional development opportunities • Ability to work constructively as part of a team, with a clear understanding of classroom roles, responsibilities and professional boundaries • Strong commitment to safeguarding and promoting the welfare of children • Awareness of, and ability to comply with, school policies and procedures relating to safeguarding, health and safety, hygiene, security, confidentiality and data protection, and to report all concerns to the appropriate person • Ability to demonstrate high levels of awareness, vigilance and risk management in a range of school environments and situations, including educational visits, school events and outdoor activities	• Additional languages • A qualification in first aid, or health & safety