**Job Description: Higher Level Teaching Assistant**

**Reports to:** Assistant Headteacher

**Start date:** September 2019

**Contract:** Permanent

**The Role**

* To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress

**Key responsibilities**

* To complement teachers’ delivery of the national curriculum; providing support for pupils in order to raise standards of achievement
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
* To provide cover for whole classes other than their own under a system of supervision
* To contribute to the development of other support staff, pupils and academy policies and strategies.
* To work collaboratively with teachers and assist in the whole planning cycle.

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Plan and prepare lessons with teachers, participating in all stages of planning
* Work with teachers to assess the needs of individual children and modify teaching methods
* Work with the SENCo and other teachers to implement Education Health Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate small group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g., outdoor learning, library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required
* Assist with mentoring, support and guidance to other teaching assistants when required

**Other**

* Undertake other various responsibilities as directed by the Assistant Headteacher

**Person Specification: Higher Level Teaching Assistant**

**Qualification Criteria**

* Meet HLTA standards or equivalent qualification or experience
* Maths and English GCSE or equivalent at grade C or above
* Hold relevant qualifications at a level equivalent to at least NQF Level 3
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age
* Experience of the role of a TA and in particular classroom organisation and management
* Experience of supporting the planning and delivery of the curriculum.

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
* Able to follow instructions accurately but make good judgments and lead when required.

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to lead intervention sessions for pupils after receiving comprehensive training
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understands the importance of confidentiality and discretion
* Able to organise, lead and motivate a team

**Other desirable training and skills**

* First Aid training
* Understanding of behaviour management strategies
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.
* *Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*