Victorious Academies Trust
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# Job Description

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| **JOB PROFILE NAME:** | **Teaching Assistant Level 4 / HLTA** |
| **LINE MANAGED BY:** | **Middle Leader / Deputy Head** |
| **PROFESSIONALLY REPORTS TO:** | **Middle Leader / Deputy Head** |

## Purpose of the Job

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities and will be able to advise parents of their children's progress from working closely with them during their education.
Overall assisting the teaching staff and supporting the pupils to succeed within their role and with their social skills. Ensure equality and opportunity for pupils to be given the ability to learn and develop with the aim of achieving outstanding status in terms of learning and education.
To work collaboratively with teaching staff and assist Teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes occasionally during the short-term absence of Teachers.
To provide support for pupils, the teacher and the school / academy in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school / academy life.

## Key Objectives of the Job

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of a lesson and support the children with their studies and progression.

Key objectives of the role include:

**Support for the Pupils/families:**

- assess, manage and deliver pastoral and learning support.
- provide feedback to pupils in relation to progress and achievement.
- to work with pupils, understanding how to motivate and encourage them to achieve and develop.
- to understand the individual needs of children and be responsible for advising them on social, health and hygiene development.
- to deal with minor incidents and the health and hygiene of the children and where necessary, escort them home.
- promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.

**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 record the progress of children through exams and tests.
- to feedback the achievements of pupils to colleagues through the agreed monitoring systems.
- to report on pupil achievements and adjust their work as necessary
- to take a lead role in planning, development and organisation of systems/procedures/policies.
- to lead on developing behaviour strategies. To be proactive in managing behaviour to promote self control,

independence and integration.
- to provide other administrative support including dealing with photocopying, correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls etc and liaison with relevant bodies (for example, feeder schools or nurseries).
- to work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- to accompany Teachers and classes on educational visits.
- to work with small groups of children and to take responsibility for their learning.

**Support for the School / academy:**
- To undertake line management responsibilities where appropriate including:
- manage other Teaching Assistants.
- liaise between managers/teaching staff and Teaching Assistants.
- 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.
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- contribute to the identification and running of appropriate out of school / academy learning activities which consolidate and extend work carried out in class.
- to attend meetings with line managers as required.
- to promote equal opportunities at all times.

**Support for the Curriculum:**
- be responsible for the management of stock levels and for the maintenance/quality/safety of specialist equipment.
- advise, demonstrate and assist in the safe and effective use of specialist equipment/materials, including use of ICT.
- determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupils' interests, language and cultural backgrounds.

**Special Educational Needs:**
- determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupil's interests, language and cultural backgrounds.
- establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for pupils.

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## Job Level Overview

The Job Holder is subject to managerial control and the job is generally subject to practices and procedures that have clear precedents, or are covered by closely defined policies. The Job Holder will certainly possess some specialised skills that may have been gained through 'on the job' experience. The Job Holder will deliver and support learning activities within a designated subject area or across the wider curriculum, in line with the teacher and planning guidance. The Job Holder's performance will have either a minimal impact on plc performance, or a very small impact on the Trust performance.
Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and is subject to Victorious Academies Trust's safer recruitment process.

## Operational Accountabilities

The main operational accountabilities include:

- accountable for the completion of standard or non-standard tasks, within the scope of the function.
- delivers activities to support operational objectives for their role.
- inputs to planning activities with horizons of typically up to 6 months.
- makes decisions within parameters set by manager, using job/specialist experience.
- interacts with client or users around specific work efforts and deliverables.
- supports delivery of Health and Safety policy and standards.
- supervises the activities of others to meet deadlines and quality standards taking account of impact outside area of responsibility.

Focus of work on the completion of a set of related tasks for a particular section or service with the ability to accommodate new tasks.

## Financial Accountabilities

- Identifies ways to reduce cost and deliver value for money
- Work within a given budget, usually without authorised spend of their own.

## People Accountabilities

- May be required to supervise a small team.
- Co-ordinate available resource to deal with the work in hand.
- Required to assist less experienced staff.
- Responsible for performance management issues and recommending disciplinary actions.

## Knowledge and Applied Skills

- Working knowledge of one functional area through job experience & training.
- Previous HLTA experience.
- Organisational and Planning skills.
- Understanding Behaviour Management and application.
- Good IT skills.
- The ability to lead and motivate a team.
- Excellent Interpersonal skills.

## Behavioural Competencies

People Success Factors:

- Planning and organising
- Achieving and doing
- Building relationships
- Delivery through people
- Business awareness

- Customer focus
- Contributing to continuous improvement
- Dealing with change

**Additional Role Information**

- Teaching Assistant – Level 3 Teaching Assistant qualification required.
- Appropriate First Aid Training will be required (provided).
- Required to have previous experience of working in a school or school / academy and will have experience of managing learning for a group of individuals with limited supervision.
- Requires excellent communication skills.
- Confidentiality and Data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

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The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

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## Person Specification

| Attributes | Essential | Desirable | Method of Assessment |
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| **Educational Attainment** | • NVQ 4 / HLTA status or equivalent qualification or experience in relevant area. | • Evidence of further training/ Development<br>• First Aid qualification | • Application form<br>• Certificates<br>• Interview |
| **Work Experience** | • Substantial experience in a support environment relevant to the post.<br>• Experience of working with KS1 & KS2 pupils.<br>• Experience of leading small groups.<br>• Experience of whole class teaching. | • Experience of whole class teaching.<br>• Experience of working with KS1 and KS2 pupils. | • Application form<br>• Interview<br>• References |
| **Knowledge/ Skills/ Aptitudes** | • Effective use of ICT to support learning.<br>• Use of other technology equipment – PC, video, photocopier etc.<br>• Understanding of relevant polices/codes of practice and awareness of relevant legislation.<br>• Understanding of national/foundation stage curriculum and other basic learning programmes / strategies.<br>• Understanding of child development and learning.<br>• Ability to self-evaluate learning needs and actively seek learning opportunities.<br>• Excellent numeracy/literacy skills.<br>• Training in the relevant learning curriculum | • Training in the relevant learning curriculum development | • Interview<br>• References |
| **Disposition** | • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.<br>• Ability to relate well to children and adults.<br>• Committed to the principles of equality and diversity.<br>• Flexible approach to work. | | • Interview<br>• References |
| **Circumstances** | • Enhanced clearance from the Disclosure and Barring Service. | | • DBS check<br>• Disqualification by Association declaration<br>• Application form |

AF = Application Form
I = Interview and other activities