

Job Profile

Higher Level Teaching Assistant



Job purpose:	To liaise with the teacher to plan, prepare and deliver lessons for individual students, groups or whole classes. To promote good behaviour across all phases of school. To provide support for those students with SEND, including learning difficulties and/or behavioural, social or physical disabilities, as required.
Reporting to:	Senior Leadership Team
Liaising with:	Senior Leadership Team, other staff – teaching and non-teaching, students, parents/carers
Grade of post:	G6
Disclosure level:	Enhanced

Job Outline

- To compliment the professional work of teachers and deliver lessons on a whole class, group and individual basis.
- To monitor, assess, record and report on the achievement and progress of pupils.
- To provide specialist support to students with barriers to learning on a one-to-one basis or in a small group.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To promote and apply the school's behaviour and reward system consistently.
- To promote the inclusion and acceptance of all pupils.
- To adjust lessons and/or work plans as appropriate.
- To provide accurate feedback and reports as required on the achievement of pupils.
- To liaise with teachers to produce lesson plans and activities as required.
- To support the Christian ethos of our school.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development.

To participate in the staff development, review and appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your remit.

Person Specification / Selection Criteria

Higher Level Teaching Assistant

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age in a learning environment	E		A, I, R,
Experience of ICT to support learning	E		A, I, R, T
Experience of supervising other staff		D	A,
Experience of Safeguarding in an educational			

B. Training and Qualifications

	Essential	Desirable	Source
Meet Higher Level Teaching Assistant standards/equivalent qualifications	E		A, I
ILM (NEBS) or equivalent supervisory experience		D	A, I
3 x GCSE C or above or equivalent Maths and English or equivalent recognised qualification	E		A
First Aid Qualification		D	A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use ICT effectively to support learning	E		A, I, T
Knowledge of relevant policies/codes of practice and relevant legislation	E		A, I
Knowledge of implementing the Primary curriculum and other relevant learning programmes/strategies	E		A, I

	Essential	Desirable	Source
Good understanding of child development and learning processes	E		A, I
Understanding of statutory frameworks relating to teaching.	E		A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	E		A, I
Knowledge of physical, intellectual, emotional and social development of children.	E		A, I
An understanding of safeguarding and 'Keeping Children Safe in Education (2023)' guidance.	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of strategies to deal with whole classroom and individual behaviour	E		A, I
Ability to organise, lead and motivate others		D	A, I
Ability to use clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning	E		A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to use ICT effectively to support learning	E		A, I, T
Ability to work under supervision and as a team member	E		A, I