



<b>Post title</b>	<b>Higher Level Teaching Assistant – Level 2</b>
<b>School/Organisation</b>	Avanti Meadows Primary School
<b>Location</b>	Bishop's Stortford
<b>Grade</b>	Grade 6, Point 17 - 20 (£19,342 - £20,745 (0.73132 FTE))
<b>Hours</b>	Full time (32.5 hours per week)
<b>Contract Type</b>	Term Time
<b>Reports to</b>	Head of School
<b>Preferred Start Date</b>	As soon as possible

### **MAIN PURPOSES OF THE JOB**

Working under the direction and within an agreed system of supervision from a qualified teacher.

- 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 individual or groups of pupils.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for class Teachers and Leadership Time for Senior Members of staff.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **RESPONSIBILITIES OF THE JOB**

#### **Support for pupils**

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To deliver and support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEHCP) targets and to reviews.



5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the curriculum and national strategies.
7. To undertake planning, monitoring and assessment of pupils' work.
8. To provide feedback to pupils in relation to their progress and achievement.
9. To deliver 1:1/ group work catch up sessions for vulnerable pupils.

**Support for the teacher**

1. To be involved in display work around the school and to direct others as necessary.
2. To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.
3. To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
4. Support the evaluation of pupils' progress using a range of assessment techniques.
5. To contribute effectively to teachers planning and preparation of lessons.
6. To contribute to maintaining and analysing records of pupils' progress.
7. To provide feedback and reports as required on pupil achievement to parents, carers and other professionals and attend parent's evening.
8. Have experience of all phases of primary school education, including Reception.

**Support for the school**

1. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
2. To be responsible for the induction and appraisal of new Teaching Assistants where appropriate.
3. To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.
4. In consultation with the SENCO/Inclusion devise appropriate timetables for Teaching Assistants.
5. Provide mentoring support for other Teaching Assistants.
6. Deliver 'out of school' learning activities e.g., educational trips within guidelines established by the school.
7. To attend relevant meetings and participate in training and development opportunities as appropriate.
8. Establish constructive relationships and communicate with other agencies/professionals in liaison with the Teacher to support the achievement and progress of pupils.
9. Use expertise to advise and support other adults in briefing and training sessions as appropriate.
10. To adhere to the school health and safety policy including risk assessment and safety systems.
11. To adhere to school policies and Trust's Ethos Policy.

**Support for the curriculum**



1. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
2. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.

To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.

### Person Specification

Criteria		Requirement		Evidence <i>A = App Form</i> <i>I = Interview</i>
		Essential	Desirable	
1.	HLTA status or equivalent qualification or experience.	X		A / I
2.	Experience of working with relevant age group within a learning environment from EYFS-Yr6	X		A / I
3.	Experience of working with children with additional learning needs	X		A / I
4.	Excellent level of literacy and numeracy skills or qualifications to GCSE or equivalent English and Maths	X		A / I
5.	Experience of general clerical work/administrative work	X		A / I
6.	Experience of supervising a team/individual	X		A / I
7.	Able to work collaboratively and cooperatively with colleagues	X		A
8.	Ability to communicate clearly and concisely both orally and in writing	X		A / I
9.	Willingness to successfully complete first aid training as required	X		A / I
10.	An understanding of classroom roles and responsibilities	X		A / I
11.	Ability to build and maintain effective relationships with children and adults	X		A / I
12.	Good working knowledge of national curriculum and the EYFS Curriculum	X		A / I
13.	An ability to understand the principles of child development and learning processes and in particular barriers to learning from the EYFS to Yr6	X		A / I
14.	Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupil's progress	X		A / I



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<b>Criteria</b>		<b>Requirement</b>		<b>Evidence</b> <i>A = App Form</i> <i>I = Interview</i>
		<i>Essential</i>	<i>Desirable</i>	
15.	Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X		A / I
16.	Understand range of support services and other agencies as appropriate	X		A / I
17.	Ability to plan effective actions for pupils at risk of underachieving	X		A / I
18.	Ability to provide necessary personal care to children			A / I
19.	Ability to use ICT effectively to support learning	X		A / I
20.	High degree of drive, resilience and enthusiasm	X		A / I
21.	Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively	X		A / I
22.	To be responsible for promoting and safeguarding the welfare of children and young people within the school	X		A / I
23.	Commitment to professional development, learning and development to improve own practice/knowledge	X		A / I
24.	Awareness of Health and Safety requirements within a school setting		X	A / I
25.	Ability to organise, direct work and motivate a team		X	A / I

### **FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.