

**THE ROSELAND MULTI ACADEMY TRUST**  
**JOB DESCRIPTION**

<b>Job title:</b>	Higher Level Teaching Assistant
<b>Grade:</b>	H (Points 1- 6)
<b>Employment:</b>	Permanent, Term Time 31 hours 40 minutes per week (5 days), 44.6 weeks per year  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Office.
<b>Responsible to:</b>	CEO, CFO, HR Manager, Executive Headteacher, Deputy Headteacher, Class Teacher, Chair of the Trust Board
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: CEO, CFO, HR Manager, Primary Leadership Team, teaching and support staff, pupils. External: Trustees, Governors, Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive role in the support of the educational, social and physical needs of pupils; through implementation of the curriculum. To work with class teachers to raise the learning and attainment of pupils by delivering lessons on one-to-one, small group and whole class basis. To provide a high level of practical organisation of lessons and activities, undertaking whole class work and group work at the direction of the class teacher. To ensure the welfare and development of classes, small groups and individual pupils as directed.

**Duties and responsibilities:**

1. To lead groups/classes of children in developing knowledge, skills and attitudes as defined by the curriculum.
2. Direct the work, where relevant, of other adults working in the classroom.
3. Use their areas of expertise to contribute to the planning and preparation of learning activities and lessons and to plan their role in these.
4. Use allocated time to devise clearly structured activities and lessons that motivate learners and advance their learning.
5. To take into account the learning support involved to aid the children to learn as effectively as possible.
6. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
7. To encourage social integration and individual development of pupils.
8. To develop methods of promoting/reinforcing pupils' self-esteem and to promote independence through the development of self-help skills.
9. To prepare, use and maintain relevant teaching resources to bespoke curriculum needs for individual pupils.
10. To ensure that basic classroom materials are available for use.
11. Prepare lessons, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
12. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment.
13. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.

14. To assist with break and lunch time supervision of children encouraging social interaction and planning for identified pupils.
15. To accompany children and lead on educational visits and outings.
16. To implement and contribute to planned learning and play and to promote the inclusion of all pupils.
17. To assess, monitor and record children's progress, health, behaviour and general wellbeing.
18. To feedback any information (including concerns) regarding the well-being and educational needs and progress of children to the Teacher or Executive/Deputy Headteacher as appropriate.
19. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
20. To teach an individual/group/class of children within a learning environment.
21. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
22. To meet the needs of pupils with emotional and behavioural difficulties. To support the pupil in order to prevent harm and disruption to the pupil or others, within the limits of the post holder's training (eg: Team Teach) and school policies and procedures.
23. To carry out administrative tasks associated with all of the above duties as directed by the Executive Headteacher/Deputy Headteacher/Assistant Headteacher/class teacher.
24. To work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
25. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
26. To assist children in preparing to eat, including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
27. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
28. To organise and lead approved group activities, lessons and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the SENDCo to ensure play activities are appropriate and safe for all children.
29. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
30. To cover and lead class teaching (under direction) as and when appropriate.
31. Motivate and progress pupils' learning following school policies and guidance from class teachers.
32. Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
33. Follow and use the school's Behaviour Routines with consistency and fidelity.

#### **Planning:**

1. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
2. Read and understand lesson plans shared prior to lessons, if available.
3. Plan and prepare the classroom for lessons.
4. Use area(s) of expertise to contribute to the planning and preparation of learning activities and lessons and to plan their role in learning activities and lessons. Use allocated time to devise clearly structured activities and lessons that interest and motivate learners and advance their learning.
5. Plan how they will support the inclusion of pupils in the learning activities.
6. Teach whole classes as part of PPA provision according to the PPA timetable. Also to provide short-term cover within any age group in response to teacher absence.
7. Teach mathematics on a daily basis.
8. Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.

#### **General responsibilities:**

1. To contribute to the overall mission, vision and values of the school and Trust.

2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required, this includes supporting other key stages within the school, as directed.
6. Your employment will be based at Tregony Primary School but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed by the employer.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b><u>Relevant Experience</u></b></p>	<ul style="list-style-type: none"> <li>● GCSE or equivalent level in English and mathematics.</li> <li>● Good interpersonal skills.</li> <li>● Work well as part of a small team.</li> <li>● Patience &amp; understanding whilst working with young children and their parents.</li> <li>● Experience of planning and leading teaching and learning activities and lessons.</li> <li>● Experience in the Early Years.</li> <li>● Experience with teaching phonics.</li> <li>● Experience with teaching Read Write Inc.</li> </ul>	<ul style="list-style-type: none"> <li>● Good standard of practical knowledge skills and experience of working with children.</li> </ul>
<p><b><u>Education &amp; Training</u></b></p>	<ul style="list-style-type: none"> <li>● Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience.</li> <li>● Good levels of literacy and numeracy evidenced through qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>● Completion of the DfES Induction for Teaching Assistants or equivalent.</li> <li>● CLANSA or Cornwall Certificate in SEN.</li> <li>● Read Write Inc. experience.</li> <li>● HLTA Qualification.</li> </ul>
<p><b><u>Special Knowledge &amp; Skills</u></b></p>	<ul style="list-style-type: none"> <li>● Understanding of effective teaching methods.</li> <li>● Knowledge of how to successfully lead learning activities and lessons for a group or class of children.</li> <li>● Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</li> <li>● Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</li> <li>● An interest in the National Curriculum and phonic skills and early reading.</li> <li>● Good communication skills.</li> <li>● Confident ICT skills.</li> <li>● Organisational skills.</li> <li>● First aid trained (or willing to undertake training).</li> <li>● Food Hygiene certificate (or willing to undertake training).</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of a range of issues relevant to education and child development in the early years.</li> </ul>
<p><b><u>Any Additional Factors</u></b></p>	<ul style="list-style-type: none"> <li>● Able to manage competing priorities and to work to deadlines.</li> <li>● Self-motivated, and able to work in a team.</li> <li>● A deep professional interest and joyful enthusiasm for working with children.</li> <li>● Patient, friendly and approachable.</li> <li>● Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>● A love of nature and outdoor learning in all weathers.</li> </ul>	<ul style="list-style-type: none"> <li>● Able to work without supervision.</li> <li>● Plenty of energy and enthusiasm.</li> <li>● Honesty, reliability and a good sense of humour.</li> </ul>