

**WEST PARK ACADEMY
JOB DESCRIPTION**



POST TITLE : Teaching Assistant Level 4 – HLTA

GRADE : Band 9 SCP 24 - 27

**REPORTING
RELATIONSHIP:** The High Level Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the Inclusion lead

JOB PURPOSE : To lead teaching and learning within our Hub base and secure good progress for children with significant communication and interaction needs.

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the Inclusion Lead and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:

Support the Pupil by:

1. Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
2. Establishing productive working relationships with pupils, acting as a role model and setting high expectations
3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children with special needs
4. Promoting independence and positive attitudes to learning by employing strategies to recognise and reward achievement of self-reliance and effort
5. Developing and implementing individual targets for provision maps
6. Encouraging pupils to interact and with each other others and engage all pupils in meaningful activities
7. Providing feedback to pupils and parents in relation to progress and achievement
8. Delivering learning activities to pupils within agreed systems of supervision, adjusting activities according to pupil responses/needs
9. Using ICT effectively and innovatively to support learning activities and develop pupils' competence and independence in its use
10. Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests, age and stage of development

Support the Inclusion lead by:

1. Organising and managing appropriate learning environments and resources
2. Within an agreed system of supervision, planning appropriate teaching and learning sequences and evaluate and adjust lessons/work plans as appropriate
3. Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
4. Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence to parents and relevant staff
5. Direct support staff to deliver high quality one-to-one support

Support the Academy by:

1. Being aware of the academy's policies and procedures
2. Being aware of confidential issues linked to home/pupil/teacher/academy work and to keep confidences as appropriate
3. Attending relevant meetings as required
4. Participating in training and other learning activities and performance development as required
5. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
6. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
7. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures
8. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / Inclusion lead
9. Carrying out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme
10. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN

OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

WEST PARK ACADEMY

PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 4 - HLTA

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	AF/C			
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	AF/C			
	E3	Higher Level Teaching Assistant Status (HLTA)	AF/C			
	E4	<i>Applicable to Foundation Stage only: To work in Foundation Stage, you require one of the following:</i> Level 3 ▪ <i>Child Care & Education (CACHE)</i> ▪ <i>Early Years & Education (Welsh Medium) (CACHE)</i> ▪ <i>Btec National Cert in Early Yrs</i> ▪ <i>NVQ L3 in Early Years Care & Education</i> ▪ <i>NNEB plus CPD Evidence</i>	AF/C			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge	E5	At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment	AF/I/R	D1	Qualified / Trained First Aider	AF/I/C
	E6	Experience of developing, implementing and evaluating IEPs	AF/I/R	D2	Experienced in the delivery of training / presentation to others	AF/I/R
	E7	Experience and knowledge of learning strategies and adapting these to individual pupil needs	AF/I/R	D3	Experience of managing staff including their development, training and performance	AF/I/R
	E8	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I/R			
	E9	Experience of working with wide range of children including those with specific statements	AF/I/R			
	E10	Understanding of principals of child development and learning processes	AF/I/R			
	E11	Experience of lesson / activity planning	AF/I/R			
	E12	Experience of supervising whole classes and individual pupils for specific learning activities / lessons	AF/I/R			
	E13	Experience of managing other members of staff	AR/I/R			
	E14	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Special Requirements	E20	To comply with the Academy's No Smoking at Work policy, Alcohol at Work and Health & Safety policies	I			
	E21	Motivation to work with children	AF/I/R			
	E22	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E23	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R			
	E24	Suitability to work with children	AF/I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references