



**Maiden Erlegh Trust  
Job Description**

<b>Role</b>	<b>Higher Level Teaching Assistant</b>	<b>School/Department</b>	Please refer to advert
<b>Grade</b>	Grade 6 (spinal points 18-24)	<b>Reports to</b>	Assistant Headteacher
<b>Job Evaluation Code</b>	MET300	<b>Hours of work</b>	Please refer to advert
<b>Purpose</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and providing PPA/other cover as required.</p> <p>To support, consolidate and develop the learning of pupils in specific subject areas under the direction of a named teacher. This will be performed in accordance with school policies and government initiatives in the pursuit of high standards of pupil achievement and the promotion of their wellbeing.</p>		
<b>Scope</b>	<b>Staff responsibilities:</b> None		<b>Financial accountability:</b> N/A
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, pupils, parents/carers and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder may occasionally be required to support other schools in the Trust.		
<b>Main duties and responsibilities</b>	<p>To complement the professional work of teachers by:</p> <ol style="list-style-type: none"> <li>1. Planning, preparing and delivering appropriately challenging learning activities for individuals, groups or whole classes under the direction of a named member of the teaching staff;</li> <li>2. Providing cover during periods of PPA or other absence;</li> <li>3. Producing and modifying schemes of work, lesson plans, resources etc to meet particular pupils' needs under the direction of a named member of the teaching staff;</li> <li>4. Monitoring, assessing, recording and reporting pupils' attainment and progress and providing objective and formative feedback under the direction of a named member of the teaching staff;</li> <li>5. Contributing to the identification and execution of appropriate out-of-school learning or other intervention activities which consolidate and extend work carried out in class;</li> <li>6. Supporting the school's delivery of literacy and basic skills;</li> <li>7. Using ICT effectively to support learning activities and develop pupils' competence, independence and safety in its use;</li> <li>8. Advising on appropriate deployment and use of specialist aid resources and equipment;</li> <li>9. Working within the school behaviour policy to anticipate and manage behaviour constructively and promote independence;</li> <li>10. Developing, implementing and reviewing provision plans and contributing to Annual reviews as appropriate;</li> <li>11. Supporting parents and contributing to/leading meetings with parents to provide constructive feedback on pupil progress/achievement etc;</li> </ol>		

	<p>12. Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students;</p> <p>13. Complying and assisting with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities, and data protection;</p> <p>14. Contributing to the overall ethos/work/aims of the school;</p> <p>15. To carry out such other associated duties as are reasonably assigned by the Headteacher.</p>
<p><b>Other requirements and responsibilities</b></p>	<p>Enhanced DBS clearance is required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder

**Maiden Erlegh Trust  
Person Specification**

<b>Role</b>	<b>Higher Level Teaching Assistant</b>	<b>School/Department</b>	Please refer to advert
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• Higher Level Teaching Assistant standards or equivalent qualification or experience;</li> <li>• Level 2 or equivalent in English and maths;</li> <li>• Training in relevant learning strategies e.g. literacy strategy;</li> <li>• Specialist skills/training in curriculum or learning area e.g. sign language, ICT, EAL</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum;</li> <li>• Knowledge of the standard of work expected from students and the ability to contribute to the assessment of their work.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• The ability to plan, organise and lead high quality learning activities for individuals and small groups, particularly those with learning needs (under the direction of a named teacher);</li> <li>• The ability to foster a calm and purposeful learning environment and manage behaviour positively;</li> <li>• Good understanding of child development and learning processes;</li> <li>• Good questioning and observation skills;</li> <li>• Ability to work well with others and independently;</li> <li>• Ability to work with a range of different professionals;</li> <li>• Ability to use ICT effectively to support learning;</li> <li>• Excellent communication and interpersonal skills;</li> <li>• Show respect of student and staff confidentiality at all times;</li> <li>• Understanding of the expected outcomes of individual activities the length of time allocated to the task;</li> <li>• Desire to constantly improve own practice /knowledge through self-evaluation and learning from others;</li> <li>• Flexible approach to working and commitment to ongoing service and personal development;</li> <li>• Calm under pressure, adaptable and energetic;</li> <li>• A caring and positive attitude;</li> <li>• Good listener and sensitive to pupils' needs;</li> <li>• A sense of responsibility;</li> <li>• A good sense of humour;</li> <li>• Ability to use own initiative.</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		