



Brownhills Ormiston Academy

Job title: Higher Level Teaching Assistant
Location: Brownhills Ormiston Academy, Brownhills
Salary: OAT Grade 6 points 20-25 (Actual salary £24,628.28 -
£27,473.63)

Status: Permanent

Contract: Academy

Hours: 32.5 hours a week, term time only + training days

Responsible to: Assistant Principal & SENDCo

Disclosure level: Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.

Safe-guarding: Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

- To support students with physical and personal needs
- To support learning in and out of classroom environment.
- To liaise with subject teachers and collect information for annual reviews round robins
- To support and deliver academy Learning/Intervention programmes for individual or small groups

Responsible for

To provide support to an identified student, groups of students or a class on behalf of the Principal and Senior Leadership Team, being responsible for working day to day to support student engagement and education.

To undertake the necessary preparation and service delivery, procedures, following systems and policy to promote engagement and learning.

Ensure that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

Teaching and learning	<p>Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher</p> <p>Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary</p> <p>Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision</p> <p>Provide specialist support e.g. SEN, EAL or in a particular learning area</p> <p>May be involved with organising and implementing individualised development plans for pupils e.g. IEPs, including attending reviews</p> <p>Lead on intervention programmes to support learners</p> <p>May provide short term cover supervision of classes</p>
Resources	<p>May be responsible for the monitoring and maintenance of a limited range of stocks/resources</p> <p>May be responsible for presenting displays boards</p>
Exams, educational visits and other supervision	<p>May invigilate exams and tests</p> <p>May assist escorting pupils on educational visits</p> <p>May assist with break time supervision including facilitating games and activities</p>
Personal and welfare support	<p>May assist pupils with dressing, hygiene and eating whilst encouraging independence</p> <p>Support pupils in their personal, emotional and social development</p> <p>May provide pastoral support to pupils e.g. as head of year or tutor group</p>
Systems, policies and procedures	<p>May contribute to the development of policies and procedures</p> <p>Responsible for the careful and safe use of equipment</p> <p>Responsible for the safety and well being of pupils in the classroom</p>
Team involvement	<p>May supervise other teaching assistants or allocate day to day work to other staff</p>
Building professional relationships	<p>Liaise with staff and other relevant professionals and provide information about pupils as appropriate</p> <p>Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feed back on pupil progress/achievement</p> <p>May liaise with external agencies on a regular basis</p>
Record keeping and information management	<p>Assess, record and report on pupil development, progress and attainment</p>

Problem solving and decision making	There is a need to interpret information and situations and may respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems.
Knowledge, skills and experience	<p>NVQ level 3 in related area or equivalent experience plus additional knowledge in specialist area</p> <p>Working at or achieved Higher Level Teaching Assistant Status</p> <p>Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area</p> <p>Knowledge of behaviour management techniques</p> <p>Some experience of planning, preparing and delivering specified work to classes</p> <p>Competent in the use of ICT in all aspects of the role</p> <p>Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area</p> <p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection</p>
Physical demands and working conditions	<p>May be required to stand for long periods and or work in awkward positions e.g. low chairs</p> <p>Some exposure to unpleasant conditions e.g. noise, outdoor working</p>
General	<p>To contribute to the overall ethos, work and aims of the academy.</p> <p>Actively participate in performance management.</p> <p>Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of, and support, differences and ensure equal opportunities for all.</p> <p>Maintain confidentiality of information acquired in the course of undertaking duties.</p> <p>Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.</p> <p>Ensure GDPR principles are embedded in normal working practices.</p> <p>Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.</p> <p>The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.</p> <p>The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.</p>

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.