

# St Barnabas Multi Academy Trust

## Job Description & Person Specification

Title	HLTA/Teaching Assistant	
Salary grade	F	
Responsible to;	CEO & Headteacher	
Line Manager	SENCO/Teaching staff	
Responsible for;	To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils. To work independently providing PPA cover with a significant commitment to whole class teaching and to work collaboratively with class teachers.	
	Essential	Desirable
Relevant Experience	Experience of working with children.	Experience of working with children within a classroom environment or similar at different key stages or within different departments.
Education and Training	Be prepared to undertake training where necessary  GCSE grade C or above in English and Maths or NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience.	
Knowledge and Skills	Knowledge of a range of issues relevant to education and child development.  Organisational skills.	Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy or numeracy).

	Good communication skills.	Basic ICT skills.
Additional	<p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>An interest in children and education.</p> <p>Patient and friendly approach.</p>	
Job description	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour to teachers.</li> <li>● To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.</li> <li>● To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.</li> <li>● To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.</li> <li>● To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.</li> <li>● To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. 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.</li> <li>● To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.</li> <li>● To accompany children on educational visits and outings as supervised by the Teacher.</li> <li>● To assess, monitor and record children's progress in relation to IEP's, and to give feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.</li> </ul>	

	<ul style="list-style-type: none"> <li>● To assess, monitor and record children’s progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.</li> <li>● To meet with teachers, SENCOs, appropriate phase leaders and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.</li> <li>● To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.</li> <li>● To supervise an individual or small group of children within a class under the overall control of the Teacher.</li> <li>● 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.</li> <li>● To carry out administrative tasks associated with all of the above duties as directed by the Teacher.</li> <li>● To remain aware and work within all relevant school working practices, policies and procedures.</li> <li>● To attend staff meetings and school-based INSET as required.</li> <li>● The post holder is responsible for his/her own self-development on a continuous basis.</li> <li>● To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.</li> <li>● To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).</li> <li>● To undertake other duties appropriate to the grading of the post as required.</li> <li>● To maintain confidentiality of information acquired in the course of undertaking duties. All information including personal data must be handled responsibly, securely and in line with the Data protection policy, guidance and training.</li> </ul>
<p>Personal Qualities</p>	<p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Excellent organisational skills.</p> <p>Administrative and basic IT skills.</p> <p>Calm and caring nature.</p> <p>Ability to work as part of a team.</p>

	<p>Able to work using their own initiative.</p> <p>Reliable, enthusiastic, and flexible.</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm.</p> <p>A creative thinker.</p> <p>A good sense of humour.</p> <p>An enthusiasm to contribute to the wider life of the school including clubs, trips and PTA events.</p> <p>Handle personal data responsibly, securely and in line with the Data Protection Policy, guidance and training.</p>
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