

Job Description: Higher Level Teaching Assistant

Responsible to:	SEND/CO/AP Manager
Job Type:	Permanent
Grade:	8
Hours per week:	35
Working weeks:	39
Location	¹ King Alfred's Academy

To complement the professional work of key lead staff by taking responsibility for agreed learning activities* under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development. Responsible for the management and development of a specialist area within the school, including allocation and monitoring of work, appraisal and training.

Support for Students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Develop and implement Student Profiles as required
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

Support for Key Lead Staff

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust session/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

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- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in sessions systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests
- Production of session plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies, e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by Key Lead Staff within the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

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General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others

Agreed learning activities of HLTA

- Run Reset Room
- Duty
- Resourcing and delivering bespoke interventions (small group/1:1)
- Visiting AP providers
- Supporting AP plans for students
- Key worker support (liaison with student and parents/carers/teachers)
- Undertake ELSA work with key students/groups
- Resourcing and delivering bespoke interventions (small group/1:1)
- Supporting AP plans for students
- Key worker support (liaison with student and parents/carers/teachers)
- Liaison with key external agencies (Social Care and other providers/TAFs, etc.)
- Undertake ELSA work with key students/groups
- Oversee day to day running of the Hub, including:
 - Staffing, resources, student timetables, etc.
- Liaison with teaching staff regarding appropriate work for students
- Liaison with key external agencies (Social Care and other providers/TAFs, etc.)
- Undertake ELSA work with key students/groups
- Liaison with SENDCOs and teaching staff to identify key students who require additional support outside the classroom
- Resourcing and delivering bespoke interventions (small group/1:1)
- Record progress and achievement in sessions systematically, and provide evidence of range and level of progress and attainment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
Experience Experience working with students of the relevant age in a learning environment.	E
Qualifications & Training Meet Higher Level Teaching Assistant standards or equivalent qualification or experience Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths Training in the relevant learning strategies, e.g. literacy Specialist skills/training in curriculum or learning area, e.g. bi-lingual, sign language, ICT	E E D
Knowledge & Skills Can use ICT effectively to support learning Full working knowledge of relevant policies/codes of practice/legislation Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies Good understanding of child development and learning processes Understanding of statutory frameworks relating to teaching Ability to organise, lead and motivate a team Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to students and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E E D E E E E E E

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