

May Park Primary School
Higher Level Teaching Assistant Job Description



Hours	Term-time plus 5 INSET days
Grade / Salary	NJC 9 – 12 (£20,577 – £22,361 Annual Actual)
Contract Type	Permanent
	<p>Job Purpose</p> <p>To make a strong contribution to pupils' learning and achievement To support and complement the work of the classroom teacher by delivering learning activities. To work effectively with individual pupils, small groups and whole classes To work independently in the planning of activities for children, identifying individual children's needs and assessing their progress. To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting within a specified curriculum area.</p> <p>Main duties</p> <p>1. Planning & Expectations:</p> <ul style="list-style-type: none"> Effectively contribute to teachers' planning and preparation of lessons Provide constructive feedback on pupils' learning & behaviour to colleagues & learners Creatively select and prepare teaching resources that meet the diversity of pupils' needs, dispositions, aptitudes or circumstances <p>2. Monitoring and Assessment:</p> <ul style="list-style-type: none"> Support teachers and the Senior Leadership team in evaluating pupils' progress through a range of assessment activities Monitor pupils learning & modify activities & tasks appropriately Provide constructive feedback to pupils with clear indications of next steps to make further progress <p>3. Teaching & Learning Activities:</p> <ul style="list-style-type: none"> Appropriately structure and scaffold activities which interest & motivate pupils Sensitively communicate with pupils & colleagues to support learning Ensure activities include & support all pupils Practice behaviour management strategies which are in line with the Trust's guidelines & promote a purposeful learning environment Advance pupils learning including working with individuals, groups and whole classes when the assigned teacher is not present Support and guide the work of other LSAs <p>4. General Accountabilities:</p> <ul style="list-style-type: none"> So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, as defined in the Trust's Health & Safety Policy and local Academy policies.

	<ul style="list-style-type: none"> • Work in compliance with the Trust's Code of Conduct and the Equality Act 2010 • Ensure that output and quality of work is of the highest standard <p>Work environment The job involves some lifting, pulling and stretching. Most of the work is undertaken indoors; however, the jobholder also undertakes activities outside in the school grounds and on trips and outings. The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.</p> <p>Knowledge and skills The jobholder needs a good standard of knowledge and skills in all areas of the curriculum.</p> <p>Other duties The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.</p>
<p>Further Information</p>	<p>Line Management</p>
	<p>The jobholder does not have regular responsibility for supervising other staff although they may be required to support and guide the work of other LSAs where appropriate.</p>
	<p>Dimensions</p>
	<p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p>
	<p>Special Notes</p>
	<p>Safeguarding</p> <ul style="list-style-type: none"> • Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

PERSON SPECIFICATION

Job Title:	Higher Level Teaching Assistant
Location:	May Park Primary School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE • HLTA qualification (or working towards) 	<ul style="list-style-type: none"> • First Aid Qualification • Safeguarding Training
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with cross-sections of people 	<ul style="list-style-type: none"> • Experience of working with children / in a school
Personal Qualities	<ul style="list-style-type: none"> • Excellent inter-personal and communication skills • Ability to work as part of a team • A calm and professional approach • A good sense of humour • Methodical and organised working methods • A positive attitude towards supporting pupils • Smart appearance 	

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.