



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	0.2 Higher Level Teaching Assistant (HLTA)
Location:	Glen Park Primary
Grade/salary:	Grade E - £30,024 - £32,597 FTE
Hours:	6 hours per week 38 weeks per year
Reports to:	Head Teacher
Responsible for:	Providing HLTA and teaching support
Key relationships:	Class Teacher, Phase Leader

Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and in the management of the classroom. The work may be carried out in the classroom or outside the main teaching area:

Duties and Responsibilities

Accountabilities:

- Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene which may include intimate care
- Assist the teacher in the management of pupils and the management of the classroom
- Assist the teacher with the planning of learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Undertake pupils record keeping which will include recording pupils responses to learning activities
- Promote self-esteem and independence
- Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents
- May be required to demonstrate own tasks to new starters or less experienced members of staff
- May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing
- Undertake other duties appropriate to the grade of the post
- Prepare and deliver lessons, including covering for teacher absence and PPA release
- Cover lessons where required, as part of both planned and unplanned cover
- Liaise with the class teacher around planning and resourcing lessons

- Have responsibility for pupil progress
- Deploy the class TA, as required
- Monitor, assess and record pupils' work, as directed by the class teacher
- Attend weekly staff meetings

Skills and Technical Competencies

- Post holder will be required to use interpretation skills in order to solve straightforward problems
 - Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.
 - Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier
1. WeST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a satisfactory enhanced DBS check. On interview applicants will be asked for photo identification and proof of qualifications.
 2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
 3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
 4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
 5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
GCSE Grade C or above English and Maths. NVQ Level 3 or equivalent.	E	X	X
Higher Level Teaching Assistant standard or equivalent qualification.	E	X	X
EXPERIENCE:			
Experience of working in a primary school with children across key stages	E	X	X
Have knowledge and understanding of the importance of the school's Child Protection, Safeguarding and Health & Safety policies.	E	X	X
Further training in related areas, such as communication and interaction; positive behavior management.	D	X	X
Willingness to attend appropriate training courses to fulfil the functions of the job	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
The ability to deliver consistent, effective and motivating support in the classroom and on the playground	E		
Be able to form and maintain appropriate professional relationships and boundaries with children and parents	E		
Adapt lesson plans and resources to meet individual needs	E		
Maintain effective and accurate written records when required	E	X	

Have the ability to provide objective and accurate feedback to the class teacher	E	X	
Good IT skills, including effective use of IT to support learning or willingness to learn	D	X	
PERSONAL QUALITIES AND ATRIBUTES:			
The ability to work independently as well as in a team	E	X	
Be adaptable and flexible, calm under pressure	E	X	X
The ability to form effective, positive and supportive relationships with children, staff, parents and outside agencies	E	X	
Resilient when faced with challenging situations and able to manage these professionally	E	X	