

Job Title	Higher Level Teaching Assistant (with Pastoral and Deputy Designated Safeguarding Lead)
Responsible To	Class Teacher and Headteacher

### PURPOSE OF THE ROLE

The value of high-quality classroom support and the positive impact of this on our children's lives is a shared ethos across our Trust which makes this role hugely important in every one of our academies and integral to our vision 'To Know, To Learn, To Lead out'.

All our academies are committed to safeguarding and promoting the welfare of children which is embedded in our values and requires ongoing commitment of all staff.

The Teaching Assistant, under the direction of the Class Teacher and academy SLT, will:

- Support Class Teachers to facilitate the active participation of pupils in academic activities of the academy, including teaching PPA and cover lessons as required.
- Contribute to raising standards of achievement for all pupils.
- Work as part of the team to fulfil the strategic and operational aims and objectives of the academy in accordance with those of the Diocese of Ely Multi Academy Trust in order to deliver the DEMAT promise to the children at the academy.
- Work in line with policies for achieving these aims and objectives aligned to our Trust playbook.
- Provide high quality support for teaching and learning in the classroom.
- Maintain excellent standards of behaviour both in and out of the classroom to ensure the best possible learning environment for all, following the Trust principles of inclusion.

### KEY RESPONSIBILITIES

- Lead Pastoral Care: Build strong, supportive relationships with pupils to improve attendance, engagement, and emotional readiness to learn.
- Co-ordinate and deliver nurture sessions, wellbeing interventions, and targeted programmes.
- Implement behaviour strategies across the school, coach staff in de-escalation and restorative practices, and provide on-the-ground support during the school day, including overseeing our 'Nest' and 'Den' spaces at break and lunchtimes.
- Act as a Designated Safeguarding Lead (DSL), supporting the Headteacher with safeguarding processes, recording concerns, and contributing to multi-agency meetings.
- Work closely with parents/carers to strengthen home-school relationships, contribute to attendance strategies, and signpost families to appropriate services.
- Maintain accurate records, assist with pupil transitions, and provide reintegration support following exclusions or absences.
- Plan, deliver and assess whole class teaching, as required, including teacher PPA and to deliver sickness absence cover.
- As agreed with the Inclusion Leader and Class Teachers, take responsibility for delivering planned curriculum activities across all key stages.
- Contribute to the planning and preparation of learning activities.

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- Take responsibility for delivering interventions with individual pupils and small groups who would benefit from a different learning approach as agreed with the Inclusion Leader and class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the Inclusion Leader and class teacher.

#### **Support for the Curriculum**

- Support the academy curriculum, providing additional support individual and groups of pupils as agreed.
- Provide additional tuition for pupils who need extra support with ICT.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment.
- Ensure other teaching assistants have the appropriate skills to make best use of ICT.

#### **Support for the Teacher**

- Provide support in evaluating pupil progress and development.
- Contribute to the development of individual support plans and EHCPs for pupils with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to academy review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the academy and support pupils to make appropriate behavioural choices, working 1:1 as required.
- Provide best practice guidance to TA colleagues, where appropriate, under the direction of the Inclusion Leader.

#### **Support for the Academy**

- Be aware of and 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 and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values, work and aims of the academy.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required. Assist with pupil supervision out of lesson times, including before and after academy and at lunchtime, where required.
- Accompany teaching staff and pupils on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher.

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- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the Headteacher in ensuring that the whole academy provides a safe and healthy environment.
- Attend and actively participate in relevant meetings, including teacher staff meetings and TA meetings.
- Contribute to the development of less experienced teaching assistants, as directed by the Inclusion Leader.
- Act as a mentor and role model for other teaching assistants.
- Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
- Design and deliver training for the teaching assistant team, under the direction of the Inclusion Leader.
- Contribute to the creation and monitoring of additional provision within the academy, as required, under the direction of the Inclusion Leader.
- Ensure the teaching assistant team are integrated fully in the life of the academy.

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## Person Specification

Attributes	Essential (E) or Desirable (D)
<b>Knowledge, Qualifications and Experience</b>	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	E
Recognised HLTA qualification or equivalent (or working towards)	E
Evidence of excellent classroom practice	E
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Experience of teaching year groups within Foundation/Key Stage 1 / Key Stage 2	E
Evidence of the ability to raise standards significantly in own classroom and throughout the school	E
Previous experience working in a primary school	D
Working with children with special educational needs	D
First Aid training	D
<b>Skills and Abilities</b>	
Principles and practices of high-quality teaching and learning	E
Ability to provide a high quality, well differentiated education and expect high standards from all children	E
Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies)	E
Ability to contribute effectively to support teamwork	E
Enthusiasm for teaching, a positive philosophy and outlook, coupled with a good sense of humour	E
The willingness and ability to move between key stages if required	E
Effective approach to behaviour management	E
Knowledge and understanding of the current educational landscape, government initiatives, OFSTED requirements and implications for academy direction	D
Ability to support Class Teachers in evaluating pupils' progress through a range of assessment activities.	D
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively to support learning	E
Able to identify the necessary resources which ensure high quality teaching and learning	E
Ability to ensure that policy and procedures are carried out correctly and effectively	E
<b>Personal Attributes</b>	
High level of collaboration, cooperation and team working capabilities	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E
High levels of adaptability and flexibility	E
Ability to apply a positive approach to teaching and learning	E
Commitment to safeguarding and promoting the welfare of children and young people	E

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