



Job Title: Higher Level Teaching Assistant  
Salary: SCP 18 – 24, Actual £27,494 - £30,873 – Term time only plus inset days.  
(£31,537 - £35,412 FTE)  
Location: Yardley Wood, Birmingham  
Start: Permanent Full time – As soon as possible  
Closing date: Friday 30<sup>th</sup> January 26

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### **Job Description:**

Responsible to the Assistant Headteacher – SEND & Inclusion

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

### **Core Purpose**

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.
- Design, deliver, and oversee targeted literacy and numeracy interventions to support pupils' learning and progress.
- Monitor, evaluate, and measure the impact of all interventions, leading on the collection, analysis, and reporting of data to ensure interventions are effective and outcomes driven.

### **Responsibilities**

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.



- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- To cover and lead class teaching (under supervision) as and when appropriate.
- Direct the work, where relevant, of other adults in supporting learning.

## Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of pupils in the learning activities.
- Working with staff, parents/carers and relevant professionals.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.





**Health and safety**

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

**Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

**General**

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required by the Headteacher or Senior Team.



**Person Specification:**

Knowledge/Qualifications and Experience	Essential	Desirable
Experience of working in an educational setting with young people.	*	
Effective communication with children, staff, and other professionals	*	
Excellent IT skills	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively within difficult situations	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
Ability to work own initiative within departmental procedures	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
Demonstrable awareness of legislation relating to the welfare and protection of children	*	
Ability to maintain a professional manner in challenging situations	*	
Knowledge of Safeguarding legislation and procedures.	*	
Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	*	





GCSE English at grades A*-C / 9-5 and GCSE Maths A*-C / 9-4 (or equivalent)	*	
Foundation degree in childcare or social care or Equivalent work experience in education & social work	*	
Experience of working/ supporting with children or young adults. Experience of supporting in the delivery of interventions and taking the lead where appropriate.	*	
The ability to work with children with additional need giving cognisance to SEND students, equal opportunities, diversity, ethos and student management	*	
Experience of liaising with external agencies & professionals such as psychologists and therapists	*	
Experience of working CPOMS & Arbor		*
Detailed understanding of the principles of safeguarding children	*	

