

Job description: Higher Level Teaching Assistant

You will be a critical member of the Teaching and Learning Team, where you will organise and support teaching and learning activities for autistic pupils.

You'll provide specialist learning support to pupils who need particular help to overcome barriers to learning whilst contributing to the achievement of our School Improvement Plan and ensuring that Ormiston Kensington Queensmill Academy is a place that people want to join and stay part of.

Department: Teaching and Learning

Reporting to: Class Teacher and Phase Leader

Grade: Grade 6

What you will deliver

Classroom management and pupil support

- Work with individuals and groups delivering specified work under the direction of the class teacher
- Be aware of pupil's targets and assess, record and report on development, progress, and attainment
- In the planned/short-term absence of the class teacher, take responsibility for the running of the day
- Complete the morning and afternoon register in a timely manner
- Ensure staff team are completing required tasks before and after school
- Supervise the work of other teaching assistants, agency staff, and volunteers in the classroom, supporting and mentoring less experienced colleagues
- Support and monitor safe use of ICT in the classroom
- Organise the learning environment and develop appropriate classroom resources as required.

Health, safety and pupils' emotional regulation

- With the support of key staff, promote the development of pupil's sensory and emotional regulation following the school's processes
- Support pupils with their emotional regulation following strategies outlined in their Emotional Regulation Support Plans
- Attend to pupil's personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare, and health matters
- Assist in escorting and supervising pupils on educational visits and out of school activities, ensuring risk assessments are always adhered to, and all community visits are registered using the academy's procedures
- Be aware of the medical needs and medical protocols of all pupils in the class. Administer medication in accordance with the agreed plan and in line with the academy policy
- Ensure incidents are recorded on CPOMS, iAM Compliant, and Medical Tracker

Communication

- Share information about pupils with other staff, parents/carers, and internal and external agencies, as appropriate while always maintaining confidentiality
- Establish and maintain relationships with families and carers

Professional development

- Attend required training and meetings as per the whole school training plan
- Take part in the academy's personal development and goal-setting cycle

Safeguarding, Personal and Professional Conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Recognise, respond, and reflect in relation to all safeguarding concerns by reporting to the DSL and working in line with KCSIE and the Ormiston Queensmill Academy Safeguarding and Child Protection Policy.

Your skills and experience

- Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3 and working at NVQ level 3. Or willing to study for this qualification.
- Meet or working towards the professional standards for Higher Level Teaching Assistants.
- GCSE or equivalent in Maths and English (C or 4 and above)
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Competent in the use of ICT in all aspects of the role.
- Curriculum knowledge and experience to support and lead learning activities for pupils
- Excellent communication skills and the ability to build relationships quickly with staff and pupils.
- Excellent ICT and keyboard skills.
- Commitment to safeguarding and equality of opportunity as well as inclusion.
- First aid at work may be a requirement or paediatric first aid
- Good knowledge of autism, sensory processing needs, and relevant strategies
- Ability to implement ERSPs, recognise risk factors, and use de-escalation techniques to support dysregulation
- Ability to stay calm under pressure, manage unexpected challenges, and adapt support strategies to meet individual needs
- Effective team player, working under the direction of the class teacher, acting as a role model for the less experienced TAs

Any other duties commensurate with the grade and nature of the job description.