

Batley Multi Academy Trust - Job Description

Trust/School Post:	Manorfield Infant and Nursery School
Department:	SEND
Post:	Higher Level Teaching Assistant
Grade:	9
Accountable to:	SENDCo
Responsible for:	N/A
Purpose of Job	
<p>The Higher Level Teaching Assistant (HLTA) will work under the supervision of the SENDCo and the direction of each classroom teacher regarding all matters relating to the learning support of a designated learner(s) or groups.</p>	
Responsibilities	
<ul style="list-style-type: none"> ● Make an effective contribution to the management and learning of individual, small group and class groups of learners. ● Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. ● Provide literacy support to learners including; reading, phonics and strategies to support learners with additional needs. ● Plan from the teachers framework/or scheme of learning/curriculum plans and to implement a range of impactful and purposeful learning activities. ● Support the teacher in monitoring and evaluating learners' progress and achievements using a range of assessments as agreed. ● Cover teachers' planning, preparation and assessment time by teaching the class specific subjects, as agreed with the Headteacher. ● Support by covering classes, in the short term, for teacher absences. ● Support by covering duties as required. ● Assess the needs of learners and use detailed knowledge and specialist skills to support learners' progress. ● Consistently support learners whilst recognising and responding to their individual needs. ● Encourage learners to interact and work cooperatively with others and engage all learners in activities. ● Promote independence and resilience, and employ strategies to recognise and reward achievement of self-reliance. ● Provide feedback to learners in relation to progress and achievement. ● Organise and manage appropriate learning environments and resources. 	

- With an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within an established positive behaviour policy to anticipate and manage behaviour constructively, promoting respect, self-control, resilience and independence.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/SENDCo/ Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Higher Level Teaching Assistant	Grade: 9
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English.	Essential	Certificates
Educated to A Level standard (or equivalent).	Desirable	Certificates
Level 4 Higher Level Teaching Assistant (HLTA) qualification or equivalent	Essential	Certificates
Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role	Essential	Selection Process
Experience of working with children/young people.	Essential	Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce complex documentation.	Selection Process
Good developed IT skills.	Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Selection Process
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the learners and the school.	Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Selection Process

Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Selection Process
Recognises the importance of continued professional development and identifies training needs.	Selection Process
Reflects on performance and is committed to improving services.	Selection Process
Resilient and able to work under pressure.	Selection Process