

<b>Post Title</b>	Higher Level Teaching Assistant (Primary)
<b>JD Ref No.</b>	LP018
<b>Responsible To</b>	Head Teacher
<b>Grade</b>	Grade 8

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Using specialist experience and knowledge of the curriculum, assisting teachers in planning for inclusion, including the preparation of appropriately differentiated resources.</li> <li>To organise and support teaching and learning activities for foundation, Key Stage 1 and 2 classes.</li> <li>To work with individuals, groups and whole classes, as directed by the Head Teacher</li> <li>Plan, prepare deliver and feedback on sessions taught covering planned absence where appropriate.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>To fulfil the 33 HLTA standards to support teaching and learning maximising achievement and development.</li> <li>Plan, deliver and feedback on the progress of individuals, small groups or, for whole classes, modify and adapt activities as appropriate under the direction of the curriculum leader or class teacher.</li> <li>Assess, record, monitor and report on pupil development, progress and attainment against pre-determined learning objectives, using detailed knowledge and specialist skills to support pupil's learning.</li> <li>Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety including risk assessments, security, confidentiality and data protection reporting any issues to a nominated person.</li> <li>Encourage pupils to interact and work co-operatively with others, promote independence and employ strategies to recognise and reward self-reliance.</li> <li>Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and Learning Passports and feed into annual reports as appropriate.</li> <li>Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.</li> </ul>
<b>Support for the Academy</b>	<ul style="list-style-type: none"> <li>To abide by the Duty of Care policies and procedures</li> <li>To attend relevant INSET</li> <li>Attend Staff Briefings/Meetings where appropriate.</li> <li>Participate in training and other learning activities and performance development as required</li> <li>Contribute to the overall ethos/work/aims of the academy</li> <li>Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>Other duties as required in support of the academy within the scope of this post.</li> </ul>

	Essential	Desirable
<b>Qualifications/Training (Competencies)</b>	<ul style="list-style-type: none"> <li>HLTA accredited status or QTS.</li> <li>A GCSE grade C or above (or equivalent) in English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>Additional specialist qualification at Level 4 or above.</li> <li>Training in relevant strategies e.g. literacy, behaviour curriculum.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good understanding of child development and learning processes.</li> <li>Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>Understanding of statutory frameworks related to teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum development and implementation.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Worked with children of relevant age.</li> <li>Experience of working in a classroom setting.</li> <li>Experience of working with small groups of pupils to support their learning. Along with supporting evidence that this support has brought about improvements in achievement.</li> <li>Experience of working alongside staff to plan, resource and deliver high quality strategy interventions.</li> <li>Experience of whole class teaching covering absence / PPA as required or willingness to learn.</li> <li>A thorough understanding of Maths and English frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in another service to young people.</li> <li>Understanding of learning to learn agenda / Growth Mindset</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Use of ICT to support learning.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities to improve own practice and knowledge.</li> <li>Excellent interpersonal skills</li> </ul>	

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"><li>• Requirement for some out of school activity, working additional weeks during school closures to support specific activities or events as appropriate</li><li>• The postholder may be required to work at other schools within the Trust. A valid driving licence/ability to travel independently may be necessary to fulfil this role.</li><li>• It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</li><li>• All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment</li></ul>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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