



## Job Description

<b>Role</b>	<b>Higher Level Teaching Assistant in English</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 6 spinal points 18 to 24	<b>Reports to</b>	Head of English
<b>Job evaluation code</b>	MER038	<b>Date of evaluation</b>	April 2022
<b>Purpose</b>	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To support, consolidate and develop the learning of students in specific subject areas under the direction of a named teacher. This will be performed in accordance with school policies and government initiatives in the pursuit of high standards of student achievement and the promotion of their wellbeing.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	students, staff, parents, Local Authority, and other external agencies	None	None
<b>Key accountabilities</b>	To provide teaching support to students under the direction of a teacher.		
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>To complement the professional work of teachers by:</li> <li>Planning, preparing, and delivering appropriately challenging learning activities for individuals, groups or whole classes under the direction of a named member of the teaching staff.</li> <li>Producing and modifying schemes of work, lesson plans, resources etc to meet particular students' needs under the direction of a named member of the teaching staff.</li> <li>Monitoring, assessing, recording, and reporting students' attainment and progress and providing objective and formative feedback under the direction of a named member of the teaching staff.</li> <li>Contributing to the identification and execution of appropriate out-of-school learning or other intervention activities which consolidate and extend work carried out in class.</li> <li>Supporting the school's delivery of literacy and basic skills.</li> <li>Using ICT effectively to support learning activities and develop students' competence and independence and safety in its use.</li> <li>Advising on appropriate deployment and use of specialist aid resources and equipment.</li> <li>Working within the school discipline policy to anticipate and manage behaviour constructively and promote independence.</li> <li>Developing, implementing, and reviewing provision plans and contributing to Annual reviews as appropriate.</li> <li>Supporting parents and contributing to/leading meetings with parents to provide constructive feedback on student progress/achievement etc.</li> <li>Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.</li> <li>Complying and assisting with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities, and data protection.</li> <li>Contributing to the overall ethos/work/aims of the school.</li> <li>To carry out such other associated duties as are reasonably assigned by the Headteacher.</li> </ul>		



<b>Other requirements and responsibilities</b>	Level of DBS required: Enhanced with Children's Barring list
<b>Structure chart</b>	<div>Head of English</div> <div>HLTAs</div> <p>Line management of the postholder may be delegated by the Head of department to another nominated curriculum leader within the department</p>



## Person Specification

<b>Role</b>	<b>Higher Level Teaching Assistant in Maths / English</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 5	<b>Job evaluation code</b>	MER038
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>Level 2 or equivalent in English and maths.</li> <li>Training in relevant learning strategies e.g., literacy strategy.</li> <li>Specialist skills/training in curriculum or learning area e.g., sign language, ICT, EAL</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of National Curriculum.</li> <li>Knowledge of the standard of work expected from students and the ability to contribute to the assessment of their work.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>The ability to plan, organise and lead high quality learning activities for individuals and small groups, particularly those with learning needs (under the direction of a named teacher).</li> <li>The ability to foster a calm and purposeful learning environment and manage behaviour positively.</li> <li>Good understanding of child development and learning processes.</li> <li>Good questioning and observation skills.</li> <li>Ability to work well with others and independently.</li> <li>Ability to work with a range of different professionals</li> <li>Ability to use ICT effectively to support learning.</li> <li>Excellent communication and interpersonal skills.</li> <li>Show respect of student and staff confidentiality at all times.</li> <li>Understanding of the expected outcomes of individual activities the length of time allocated to the task.</li> <li>Desire to constantly improve own practice /knowledge through self-evaluation and learning from others.</li> <li>Flexible approach to working and commitment to ongoing service and personal development.</li> <li>Calm under pressure, adaptable.</li> <li>A caring and positive attitude.</li> <li>Good listener and sensitive to students' needs.</li> <li>A sense of responsibility.</li> <li>Ability to use own initiative.</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>Safeguarding responsibilities -</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

<b>Signed:</b> Post holder	
<b>Date:</b>	