

<b>JOB TITLE:</b>	Higher Level Teaching Assistant
<b>GRADE:</b>	BEX 08
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To live our values of collaboration, citizenship, sustainability and achievement.</li> <li>• To follow our schools' and Trust's policies and procedures.</li> <li>• To value lifelong learning and develop skills and knowledge.</li> <li>• To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

## MAIN RESPONSIBILITIES

### Duties

- To cover for teachers' PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
- Under the direction of the teacher assist in maximising the use of ICT in the learning process
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

# Cygnus Academies Trust

## Job Description and Person Specification



- Undertake duties of a HLTA as specified within the school
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
- To provide feedback to pupils in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners /external bodies and the wider community
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
- Manage records, information and data producing analysis and reports

### Safeguarding & Knowledge

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

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### PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>English and Mathematics skills (equivalent to GCSE level, minimum C).</li> <li>Meet Higher Level Teaching Assistant standards or equivalent qualification</li> <li>Training in relevant teaching and learning strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Specialist skills/training in curriculum or learning area</li> <li>A suitable academic qualification or looking to undertake training for such a qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful relevant experience of working with primary aged children within a learning environment</li> <li>Able to demonstrate ability to work constructively individually and as part of a team</li> <li>Experience with dealing with children with a range of educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of general clerical/administrative work.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Good ICT knowledge (able to use Microsoft Office confidently).</li> <li>Ability to communicate in English with pupils and adults at an appropriate level verbally and in written form.</li> <li>Contribute to group planning etc. but also be able to work independently and on own initiative.</li> <li>A current first aid qualification or willingness to successfully complete first aid training.</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, equal opportunities and confidentiality.</li> <li>Have the ability to relate well to pupils and adults, understanding their needs</li> </ul>	

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	<p>and being able to respond accordingly.</p> <ul style="list-style-type: none"> <li>• An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations</li> <li>• Willingness to provide necessary personal care to pupils, including toileting as and when required.</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and to co-operate with other staff.</li> <li>• Positive role model for pupils</li> <li>• Hard working, reliable, practical and adaptable</li> </ul>	
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of pupils and young people within the school.</li> <li>• Ability to maintain professional boundaries;</li> <li>• Ability to report concerns promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Prevent duty, online safety, and e-safety procedures</li> </ul>