

<b>Hours</b>	30.5 hours per week
<b>Grade / Salary</b>	£19,126.86 - £20,070.08 Annually (Actual) SCP9-12 (£27,254-£28,598pa FTE)
<b>Contract Type</b>	Fixed term until 31 <sup>st</sup> August 2027
	<p><b>Job Purpose</b></p> <p>To make a strong contribution to pupils' learning and achievement To support and complement the work of the classroom teacher by delivering learning activities To work effectively with individual pupils, small groups and whole classes inside or outside of the classroom environment To provide learning and care support with pupils with special educational needs To promote an inclusive learning environment through targeted interventions To support pupils with routines, transitions and behaviour management To provide cover and lead class teaching as and when appropriate</p> <p><b>Main Duties</b></p> <p><b>1. Planning &amp; Expectations:</b></p> <ul style="list-style-type: none"> <li>Effectively contribute to teachers' planning and preparation of lessons</li> <li>Provide constructive feedback on pupils' learning &amp; behaviour to colleagues &amp; learners</li> <li>Creatively select and prepare teaching resources that meet the diversity of pupils' needs, dispositions, aptitudes or circumstances</li> </ul> <p><b>2. Monitoring and Assessment:</b></p> <ul style="list-style-type: none"> <li>Support teachers and the Senior Leadership team in evaluating pupils' progress through a range of assessment activities</li> <li>Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate</li> <li>Monitor pupils learning &amp; modify activities &amp; tasks appropriately</li> <li>Provide constructive feedback to pupils with clear indications of next steps to make further progress</li> <li>Monitor and track small group intervention work</li> </ul> <p><b>3. Teaching &amp; Learning Activities:</b></p> <ul style="list-style-type: none"> <li>Appropriately structure and scaffold activities which interest &amp; motivate pupils</li> <li>Sensitively communicate with pupils &amp; colleagues to support learning</li> <li>Ensure activities include &amp; support all pupils</li> <li>Practice behaviour management strategies which are in line with the Trust's guidelines &amp; promote a purposeful learning environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Advance pupils learning including working with individuals, groups and whole classes when the assigned teacher is not present</li> <li>• Support and guide the work of other LSAs</li> <li>• Use IT skills to advance pupils' learning</li> <li>• Support pupils with SEND using technical aids in the classroom</li> </ul> <p><b>4. General Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, as defined in the Trust's Health &amp; Safety Policy and local Academy policies.</li> <li>• Work in compliance with the Trust's Code of Conduct and the Equality Act 2010</li> <li>• Ensure that output and quality of work is of the highest standard</li> </ul>
<b>Further Information</b>	<b>Line Management</b>
	The jobholder does not have regular responsibility for supervising other staff although they may be required to support and guide the work of other LSAs where appropriate.
	<b>Dimensions</b>
	Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.
<b>Special Notes</b>	
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</li> </ul>	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Higher Level Teaching Assistant (HLTA) – Upper Key Stage 2</b>
<b>Location:</b>	<b>Lambourn CofE Primary School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Maths and English GCSE HLTA qualification (or working towards)	First Aid Qualification Safeguarding Training  SEN Level 3 Teaching Assistant
<b>Knowledge and Experience</b>	Experience of working with cross-sections of people  Experience of working with children in a school environment  Experience of working with children with varying levels of High Needs	Experience of working to the Trauma Informed framework
<b>Personal Qualities</b>	Excellent inter-personal and communication skills  Ability to work as part of a team  A calm and professional approach  A good sense of humour  Methodical and organised working methods  A positive attitude towards supporting pupils  Smart appearance	

### **Annual Appraisal**

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

### **Probation period**

All new members of staff will complete a probation period as per their induction process.

### **Pension**

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

### **Scale point**

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.