

JOB DESCRIPTION

Employment Details	
Job Title	Higher Level Teaching Assistant
Reports to	SENCo
Salary Band	WHFNJC M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<p>As an experienced Higher-Level Teaching Assistant, you will deliver quality interventions to individuals and small groups within classrooms and also individually. Under the guidance of the SENCo/HLTA team/outside agencies, you will provide support in addressing the needs of students who need particular help to overcome barriers to learning. Ideally specialised in supporting pupils in SpLD, MLD and with SEMH.</p> <p>Working within a learning framework set by the school's Senior Leadership Team, provide teaching and learning support for the educational and personal/social needs of pupils, which ensures that they have equality of access to opportunities to learn and develop.</p> <p>To act as an integral part of the school staff team, and as such to make a professional contribution to the overall aims of the school, working within agreed policies and procedures.</p>

Responsibilities
<p>Key Accountabilities:</p> <p>Support for pupil(s): Contribute to raising standards of pupils' achievement</p> <ul style="list-style-type: none"> • Undertake a range of teaching and learning activities with specified groups of (or individual) pupils • Preparation of teaching resources and materials to deliver quality interventions with individuals or small groups under the supervision of the SENCo / SEN team • Provide constructive feedback to pupils and the SEN team • Attend and participate in relevant meetings as required <p>Support pupils during learning activities</p> <ul style="list-style-type: none"> • Provide the appropriate level of support needed by pupils to promote independent learning, responding to any signs of distress or conflict and feeding back to the SENCo about progress made by pupil(s)

- Use behaviour management strategies in line with the school's policies

Provide care and support for the pupils

- Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene.

Participate in case conferences

Make a professional contribution to formal case discussions concerning the educational development of pupils with whom there is day to day classroom contact.

Support for teacher(s):

Prepare & deliver teaching and learning activities

- In consultation with the SENCo, ensure that all learning resources and materials are appropriate and relevant to pupils' needs. This includes the preparation, setting out and clearing away of teaching aids, during and between lessons.

Contribute to the planning and evaluation of learning activities

- Assist SENCo & classroom teachers (where relevant) to plan how learning activities will be implemented, including determining own role in delivering teaching and learning the activities.

Observe and report on pupil performance

- Under the professional guidance of the SENCo carrying out, and reporting on, systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the SENCo can make judgements about their stage of development. This will include making specific recommendations to the SENCo on identified special educational or other needs, based on objective observations.

Maintaining Classroom records

- Maintain agreed written records of all school materials and equipment used in support of the pupils' learning and development, including responsibility for stock control and maintaining an audit of expendable materials.

Support for the school:

Develop and maintain working relationships with other professionals

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- Participate in staff meetings and contribute to the development of policies and procedures related to curriculum delivery and classroom management.

Contributing to the Management of pupil behaviour and security

- Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom.
- Undertake playground and lunchtime supervision duties as required and assist the classroom teacher in ensuring that at the end of the school day all pupils are placed in the care of their parents, or other authorised adults. Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.

Liaise effectively with parents

- In agreement with the Headteacher or SENCo, communicate with parents and other designated carers about the care and education of their children. Promote partnership working between home and school and help to develop and maintain parental interest in their child's education.

Participate in collective school activities

- As requested by the Headteacher, supervise pupils during assembly, fund raising events, school outings and other extra-curricular activities undertaken during the normal school day.

Review and Develop own professional practice

- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Engage fully in the school's CPD programme.

Support for the curriculum

- Support literacy and numeracy activities and lead and monitor interventions when asked
- Work under the direction of the SENCo and classroom teachers (where relevant) to help pupil(s) to participate in whole class, group and individual learning activities for literacy/numeracy/personal and emotional development.
- Discuss with the SENCo how the learning activities are to be organised, agree own particular role and give feedback to the SENCo about how well the activities went and how the pupil(s) responded to them and the progress made.

Responsible for meeting the specific needs of a pupil (or pupils)

- Provide specific teaching and learning support to a pupil (or group of pupils) with special learning needs, taking in to account their educational, cultural and/or religious background, in respect of:
 - a bilingual/multilingual childhood
 - communication and interaction difficulties
 - cognition and learning difficulties
 - behavioural emotional and social development needs sensory and/or physical impairment

Additional Duties and Responsibilities

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a

permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.
- 30 hours per week term time.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications • Have or willing to obtain NVQ level 3 Teaching Assistant, available • NVQ level 2 Teaching Assistant (or equivalent) or teaching qualification • 2 years' experience working as a grade 2 TA or other relevant experience or as a teacher. • Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups • Committed to values-based education • Effective role model for all of WHF values • Willingness to support and teach students across the curriculum 	<ul style="list-style-type: none"> • 2 years' experience of:- • working with pupils with SEN • or supervising and delivering a catch up programme/intervention • or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals
Have or willing to obtain NVQ level 3 Teaching Assistant, available	
NVQ level 2 Teaching Assistant(or equivalent) or teaching qualification	Desirable
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> • Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. • Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. • Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. • Have values that align with the ethos and culture of The White Horse Federation. 	