|  |
| --- |
| **Post Description:** |
| **Post title:** | **Higher Level Teaching Assistant**  |
| **Responsible to:** | Primary Phase Lead  |
| **Liaising with:** | SLT, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support staff. |
| **Pay range:** | SCP8-SCP12  |
| **Contract terms:** | Permanent  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Purpose** The role of the HLTA is designed to work collaboratively and under the direction of the class teacher, Primary SENDCo, and Primary Phase Lead in the teaching and learning of children, which will include specific activities on a regular basis where management or supervision may not be direct. **Responsibilities include:**Supporting learners by;* Undertaking activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment, either with or without the supervision of the class teacher.
* Working to establish supportive relationships with all identified children and families in order to facilitate effective communication and partnership between the academy and home.
* Carry out pre-determined educational activities and learning interventions, ensuring that specific guidelines are following whilst promoting independent learning to support understanding and progress.
* Encourage acceptance and inclusion of all children, including those with special educational needs, to support individual achievement, progress and development.
* Promote and reinforce the mental and emotional wellbeing of all children and encourage the child to maximise their achievement, progress and development.
* Fully support and implement the academy’s behaviour policy and rewards systems.
* Ensure that the academy character drivers are both promoted and embodied.
* Promote and fully participate in the academy House system.

**Higher Level Accountabilities** * Attending planning meetings and, under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons.
* Preparation and delivery of lessons, under the direction of the teacher, including providing cover for the teacher for absence, PPA, and delivery of specific interventions to learners.
* Monitoring, evaluating and providing teachers with feedback on learner’s participation and progress.
* Contributing to the maintenance of learner data and records.
* Help learners make progress in a range of classroom settings, including working with individuals, small groups and whole classes as directed.
* Support teachers in selecting and preparing teaching resources that meet the needs and interests of learners.
* Liaise closely with the Primary SENDCo to support in the planning and delivery of wider school interventions for identified learners.
* Attend and contribute to annual review meetings with parents and other professionals in order to support the monitoring and development of each learner.

|  |  |
| --- | --- |
| Compiled by: | Revision Number  |
| Approved by: | Revision Date \_\_\_/\_\_\_/\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Attribute | Essential | Desirable |
| **Qualifications and training** |  | * Good Honours Degree
* Interest in further professional development (e.g. NPML/SL)
 |
| **Experience** | * Evidence of consistently high standards of pedagogical practice
 | * Data tracking and intervention planning
* Line management of staff
 |
| **Knowledge and skills** | * Extensive knowledge of pedagogic principles
* Ability to meet deadlines including Improvement Plan milestones
* Ability to communicate key priorities with staff
* Flexibility to adapt to differing priorities as set by SLT lead
 | * Awareness of whole cohort data tracking systems
 |
| **Personal qualities** | * Communication skills
* Time management
* Prioritising tasks
* High professional standards
* High expectations of learners and staff
 |  |

 |

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**About East Midlands Academy Trust**

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.



**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.