**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| **School:** | Snettisham Primary School part of West Norfolk Academies Trust |
| **Job Title:** | Teaching Assistant with HLTA Responsibilities |
| **Grade:** | **Teaching Assistant**, Scale D, Point 5-6 £10.01-£10.21/hour (£19,312-£19,698/year FTE)  **HLTA**, Scale F, point 12-17 £11.50 - £12.69/hour (£22,183-£24,491/year FTE)  **please note that the salary will be pro rata based on a 37-hour week** |
| **Hours/weeks:** | 26.5 hours/week, 39 weeks/year (term time + 1)  **HLTA**, 13.5 hours/week  **Teaching Assistant**, 13 hours/week |
| **Responsible to:** | The Headteacher  Members of the senior leadership team (SLT)  Classroom Teacher |
| **Working With:** | The Headteacher  Members of the senior leadership team (SLT)  Pupils  Classroom Teacher |

We are seeking to appoint a high quality and proactive teaching assistant with HLTA responsibilities to join our dedicated and friendly team. If you are someone who believes that all pupils – regardless of their personal circumstances - can excel and you have the ability to set high expectations in order to motivate and inspire our young people, then this job is for you.

You will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

You must be able to help keep pupils engaged and on track during each lesson and you will have strong behavioural management skills.

**Purpose of the Job**

**Teaching Assistant**

Under the direction of teaching/senior staff, work with individuals or groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils using a wide range of resources and work closely with the Class Teacher to enable pupils to fully access the curriculum. To be able to promote positive play and work experiences and help the pupils to be more independent.

**HLTA**

* To complement teachers’ delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes occasionally during the short-term absence of teachers.
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Teaching Assistant Responsibilities**

Support for Pupils and Class Teacher

* To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil’s special needs and, wherever possible, making these part of the learning experience.
* Supervise and support pupils ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.
* To be proactive, adapting and preparing resources within lessons in discussion with the Class Teacher based on ITP targets/EHCP targets.
* Be aware of pupil problems, progress and achievements; undertake pupil record-keeping including maintaining pupil assessment notes and reporting to the Class Teacher.
* Follow structured plans and assess the pupils ITP termly to identify next steps/targets in discussion with the Class Teacher.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Provide clerical and administrative support by photocopying, typing, filing and collecting money.

**Support for the Curriculum**

* Support pupils to understand instructions and make reasonable adjustments in discussion with the Class Teacher to enable pupils to fully access the curriculum.
* Prepare and maintain equipment/resources and assist pupils in their use, including the use of basic ICT as directed and also multisensory resources needed to enhance the pupils learning.

**HLTA Responsibilities**

**Planning**

* Plan and prepare lessons with teachers, participating in the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
* Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

**Teaching and Learning**

* Teach whole classes covering PPA, subject release and teacher absence
* Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to teachers and pupils.
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, SEN outcomes and learning objectives.
* Ensure all pupils have equal access to opportunities to learn and develop and promote and support the inclusion of pupils, including those with specific needs.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
* In accordance with arrangements made by the Headteacher, progress pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes.
* Organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce pupil’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
* Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

* With teachers, evaluate pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
* Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
* Assist in maintaining and analysing records of pupils’ progress.
* To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

**Mentoring, Supervision and Development**

* Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

**Behavioural and Pastoral**

* Understand and implement school child protection procedures and comply with legal responsibilities.
* Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
* Provide support and assistance for pupil’s pastoral needs.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Supervise pupils at times other than during lessons according to the school’s duty arrangements.
* Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

**Support for the School**

* Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality, data protection, intimate care and SEN code of practice 2014 reporting all concerns to an appropriate person.
* Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
* Ensure confidentiality and maintain professional standards in this area by reporting concerns or information to Class Teacher, SENCO, Assistant Head and Head Teacher.
* Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
* Accompany teaching staff and pupils in visits and out of school activities as required.
* Contribute to whole school events as and when required.
* Positively support the work of West Norfolk Academies Trust and develop strong working relationships with Trust staff to ensure the school maximises the benefits from the Trust partnership.
* Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths | **🗸** |  |
| Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (level 2 or above). |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with EYFS, KS1 and KS2 pupils | **🗸** |  | Appl/Int/Ref |
| Experience of working in a team | **🗸** |  |
| Experience of effectively communicating with customers/clients |  | **🗸** |
| Experience in leading small groups/whole class | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Experience of developing Literacy and Numeracy | **🗸** |  | Appl/Int |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  |
| Ability to work with teacher to plan lessons | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Ability to work effectively under pressure | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Ability to adapt resources to meet individual student needs | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Positive attitude to work | **🗸** |  | Appl/Int/Ref |
| Excellent interpersonal skills | **🗸** |  |
| Professional at all times | **🗸** |  |
| Passionate and caring | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |