

# North Ridge Community School



**Post title:** Higher Level Teaching Assistant (1:1)

**Grade:** Grade 7 Pt. 12 - 20

**Line manager/s:** Class Teacher/Senior Leadership Team

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## Main purpose of the job:

- To lead/contribute towards developing whole school priorities, including; promoting high standards of behaviour for learning and/or further developing the quality of teaching and learning.
- To work collaboratively with teaching staff and learning assistants to support pupil learning including leading/teaching groups or classes under the direction of teachers or SLT.
- To line manage designated groups of learning assistants.
- To plan, teach and assess the learning for a designated pupil
- To contribute to the statutory SEND code of practice and assist in activities including EHCP reviews/admissions & the consultation process.
- To work in partnership with colleagues to promote the learning and welfare of students by providing practical and learning support to students throughout the school.
- To support existing learning assistants within the classroom and provide guidance and support to develop and enhance existing practice, where appropriate.
- To lead activities as directed by SLT.

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## Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

## **Support for Pupils**

- Lead by example in maintaining excellent standards of behaviour for learning and discipline at all times and promoting amongst students an understanding and appreciation of the school's behaviour policy.
- To plan and prepare lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Where appropriate, to develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need especially within literacy.

- To contribute to the planning of opportunities for pupils to learn in out-of-lesson contexts in line with school's policies and procedures.
- Where appropriate, to teach whole classes within an agreed system of supervision and within a pre-determined lesson framework.
- Provide, within the class or separately, one to one support or work with small groups on clearly specified activities.
- To provide cover support for teachers as necessary in emergency situations to facilitate continuity and progression for students.
- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.

## Support for Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

## Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, 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.
- Contribute to the overall ethos, work and aims of the school.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Willingness to undertake Key Working training and responsibilities associated with this role if required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## **Other Duties**

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	Maths and English GCSE at a grade 5 or equivalent.	•	
	A HLTA or equivalent level 4 qualification	•	
<b>Experience</b>	Experience of working with children and young people with Special Educational Needs and Disabilities		•
	Experience of working with national curriculum and other strategies in a school environment		•
<b>Thinking Ability</b>	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
	Awareness of the need to maintain confidentiality	•	
<b>Personal Effectiveness</b>	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge	•	

		Essential	Desirable
	children, young people, self and others		
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	