

## Job Description

<b>ROLE TITLE</b>	Higher Level Teaching Assistant
<b>GRADE / SCALE POINT – SALARY</b>	4
<b>PENSION SCHEME</b>	Local Government Pension Scheme
<b>REPORTING TO</b>	Line Manager

### INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, Unity Schools Partnership works collaboratively to deliver the highest standards of education.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by its values:



The vast majority of the Trust’s schools are successful and well-performing, judged ‘Good’ and ‘Expected Standard’ by Ofsted. The ambition over the next three years is that schools across the Trust become routinely ‘Strong’, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

**Excellent education** – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

**Excellent staff** – We are committed to recruiting, developing and retaining great people, creating clear pathways for internal progression and ensuring Unity Schools Partnership is an excellent place to build a career in education.

**Excellent support for schools** – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

## **CORE JOB PURPOSE**

To work collaboratively with teachers to support the planning, delivery, and assessment of learning, taking responsibility for agreed areas of teaching and learning. To contribute to raising pupils' educational attainment by delivering high-quality learning activities, providing targeted support, and promoting pupils' social, emotional, and academic development. To lead whole-class learning in the absence of the teacher, ensuring continuity of provision and a positive, inclusive learning environment. To act as a role model for other support staff, contributing to the effective deployment, guidance, and development of the wider team.

## **KEY RESPONSIBILITIES**

### **Support Pupil(s) / Student(s)**

- Undertake a range of routine tasks to support learning e.g. support literacy and numeracy.
- Support learning interventions in class and throughout the school to ensure pupils/students access learning effectively.
- Undertake basic first aid and administer medication in accordance with relevant school policy and procedures.
- Work with pupils/students either 1-1 or in small groups, some of whom may have Special Education Needs.
- Motivate and encourage pupil(s)/student(s) as required.
- Support learning and development by accompanying and working with pupils/students outside the classroom on trips, visits and other activities under the instruction of the class/subject teacher.

### **Support Teacher**

- Cover, lead and plan classes across the school.
- Deliver high quality lessons in the absence of the teacher, maintaining a nurturing and structured learning environment.
- Read and understand lesson plans shared prior to lesson, if available.
- Plan how to support the inclusion of all pupils/students in the learning activities.
- Liaise with appropriate agencies about specific pupils/students, as required by the teacher.
- Monitor delivery of provisions in class and on a 1:1 basis.
- Liaise with class/subject teachers to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils/students.
- Provide support for the Teacher during lessons, e.g. through directed work, supervising groups of pupils whilst the Teacher is carrying out other duties.

- Support and assist the teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with the pupils/students to positively promote and enforce the school's behavior policy.
- Assist the class /subject teacher in preparation of resources and displays.
- Assist the class/subject teacher in supporting students, enabling access to the curriculum.
- Monitor pupils/students' responses to learning tasks and modify the approach accordingly.
- Observe students' learning and support this learning in the light of observations.
- Monitor students' performance, providing regular feedback to the teacher.
- Act on the teachers' assessments to carry out further support work with students.
- Maintain basic student records.
- Assist teaching staff to ensure that aims and objectives of the school are achieved.
- Supervise students around the school site and premises as required as part of the school's agreed duty rota.

### **Support School**

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils/students they work with.
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency.
- Keep up to date with and follow Safeguarding / Child Protection procedures.
- Expectation to work under set Trust and school policies and procedures.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the schools' Safeguarding policies.

The post holder is required to hold a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of each school and the wider Trust.

2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to schools or the wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust’s business at all times.
5. Act as an ambassador for the schools and the wider Trust within local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Executive Headteacher/ Headteacher/ Head of School or member of the Senior Leadership or Trust Executive Leadership Teams.

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- GCSE Maths and English grade C or 4 and above</li> <li>- Level 4 HLTA qualification or willingness to work towards</li> </ul>	<ul style="list-style-type: none"> <li>- Experienced TA with strong classroom capability</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Recognised competence in literacy and numeracy</li> <li>- Previous experience of working within a school or educational setting including working with pupils/students</li> <li>- Experience of planning, preparing and delivering lessons</li> <li>- Knowledge of Academy curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved</li> <li>- Knowledge of the key factors that can affect the way pupils learn</li> <li>- Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties</li> <li>- Working within a framework set by the teacher, ensuring appropriate feedback is given on pupil’s learning and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with vulnerable individuals</li> <li>- Basic knowledge of first aid</li> </ul>

<p><b>Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>- Ability to read and understand instructions.</li> <li>- Ability to complete basic paperwork.</li> <li>- Ability to use ICT to advance pupil/students’ learning and ability to use ICT tools for own benefit.</li> <li>- Ability to communicate clearly.</li> <li>- Ability to be flexible and adaptable to support the needs across the school.</li> <li>- Ability to work effectively as part of a team.</li> <li>- Ability to work in an organized and methodical way.</li> <li>- Ability to encourage participation and give feedback to pupils/students.</li> <li>- Ability to recognise and resolve or report problems.</li> <li>- Sensitivity to pupil/students’ needs</li> <li>- Ability to resolve a range of day-to-day problems, using own initiative.</li> <li>- Ability to understand and prioritise workload.</li> <li>- Assist teacher with information gathering and resources as appropriate.</li> </ul>	
<p><b>Aptitudes / Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>- Assist teachers in creating a positive learning environment.</li> <li>- Ability to work with groups of pupils/students or on an individual 1:1 basis</li> </ul>	
<p><b>Safeguarding Commitment</b></p>	<ul style="list-style-type: none"> <li>- Articulate a commitment to safeguarding and suitability to work with children and young people.</li> </ul>	
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>- Enhanced DBS level</li> </ul>	
<p><b>Values &amp; Ethos Alignment</b></p>	<ul style="list-style-type: none"> <li>- Alignment with Unity Schools Partnership and our Schools values and ethos.</li> </ul>	