



KING'S GROUP ACADEMIES

KING'S ACADEMY NORTHERN PARADE SCHOOLS

'Eager to learn ~ Live to learn'

JOB DESCRIPTION

JOB TITLE:	Higher Level Teaching Assistant – PPA cover
REPORTS TO:	Class teacher / Year Group Leader / Assistant Headteacher
GRADE:	Pay Band 6 (Points 9 -13) 32.5 hours, fixed term contract
MANAGES:	Teaching Assistants

Northern Parade (Federated) Infant and Junior School is committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

JOB PURPOSE

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

KEY ACCOUNTABILITIES

- All adults working at Northern Parade (Federated Infant and Junior School must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

DUTIES AND RESPONSIBILITIES

- Works in partnership with teachers within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher, during the teacher's PPA time.
- Deliver learning activities and interventions to individuals/small groups of pupils, adjusting activities within the scope of the curriculum in response to pupils' learning.
- Uses own initiative to assess and evaluate pupils' needs and leads the delivery of learning activities by application of specific skills, knowledge and experience with and

of pupils and area of curriculum, as agreed with the teacher under an agreed system of supervision.

- Takes responsibility for planning challenging teaching and learning objectives. Evaluates and adjusts work plans as appropriate to meet pupils' needs including the well being of all pupils.
- Selects and prepare appropriate resources to lead learning activities
- Monitors, evaluates, records and provides reports on pupils' responses and progress within agreed strategies.
- Works in partnership with other adults involved in the education process and liaises with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.
- Attends and contributes to meetings with other staff, external professionals and parents regarding pupils.
- Contributes to the school improvement plan by taking lead responsibility for specific areas of work or policy development that are appropriate to the HLTA's skills, knowledge and experience as identified by the Senior Management Team.
- Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities
- Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working.
- Contributes to the overall ethos, work and aims of the school.
- Mark pupil work, recording progress and achievement.
- Administer and mark tests, invigilate tests as necessary.

Behaviour and attitudes

- Contribute to the development of Individual Plans (ISSPs, IBPs, PSPs) to support pupils' emotional well-being.
- Support pupils with behaviour needs, individually or in small groups, implementing behaviour support plans, using either specialist knowledge or skills in providing such support (eg. As advised by other specialists or agencies).
- Apply the school's learning, behaviour, marking and presentation policies.
- Promote positive values, attitudes and good pupil behaviour, dealing with conflicts and incidents, using restorative approaches.
- Establish productive working relationships with pupils using methods to encourage pupil engagement and participation in activities.
- Promote the inclusion, understanding and acceptance of all pupils within the school.
 - Develop effective professional relationships with colleagues.
 - Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

General School Support

- Report pupil and school issues in line with the School's policies for health and safety, child protection, safeguarding and behaviour management etc.
- Provide clerical and administrative support eg. photocopying, typing, filing, collation of pupil assessments and reports.
- Be involved in extra-curricular activities, (eg. clubs, activities, trips, open days, presentation evenings, transition events).
- Attend meetings and training sessions as required.
- Contribute to the development, implementation and evaluation of the school's plans,

This job description may be amended at any time in consultation with the postholder.

To be reviewed regularly as part of the Appraisal/Performance Management Process.

OPPORTUNITY & SUCCESS ON A GLOBAL STAGE



KING'S GROUP ACADEMIES

PERSON SPECIFICATION : HLTA – PPA cover



Criteria	Specifics	
	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • Meet HLTA standards • GCSE English and Maths (or equivalent) • Successful recent experience of working with children of a relevant age in learning development • Previous experience of teaching whole classes 	<ul style="list-style-type: none"> • Other relevant qualifications • First Aid qualifications
Skills & knowledge	<ul style="list-style-type: none"> • HLTA standards • Successful work with pupils who have behaviour needs • Knowledge and understanding of the Primary National Curriculum • Knowledge of relevant policies, code of practice and legislation including safeguarding • ICT literate • Communication skills, that include calmness, confidence & clarity • Skilled in conflict resolution & behaviour management strategies • Develop their knowledge through the learning evaluation of their own learning needs. • Remain clam under pressure and able to adapt to change quickly • Plan effective activities for pupils at risk of underachieving 	<ul style="list-style-type: none"> • Previous experience of working as a HLTA • Training in relevant curriculum areas • Specialists skills in a curriculum or learning area. • Understanding of First Aid
Personal qualities & attitudes	<ul style="list-style-type: none"> • Have knowledge of safe guarding guidelines and practices • Have high expectations of children, self and others with resilience and stamina. • Have fair, respectful and supportive relationships with the school community. • Can work independently • Demonstrate positive values, attitudes and behaviour. • Communicate effectively with the school community • Ability to prioritise, with a flexible approach as needed • Good organisational & time management skills • Well-developed communication skills (both oral & 	

	<p>written)</p> <ul style="list-style-type: none">• Commitment to maintaining confidentiality at all times• Desire for further professional development• Keeness to play a strong part in the wider life of the school & the Trust	
--	--	--