

The Chiltern School

Higher Level Teaching Assistant

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 3D-4A (SEN), Point 13-17 / £23,166.72-£24,802.09 per annum actual
Working Hours	36 hours per week, term time plus 5 inset days

Employee Name		Dated	
Employee Signature			
Headteacher Signature	<i>Lisa Leonard</i>	Date Effective	

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General description of the post

General Duties

- To work as part of a professional team to support the work of teachers in raising standards of pupil outcomes.

Support for Pupils

- Support learning opportunities by communicating clearly and effectively with pupils
This will include the effective use of ICT to support pupils' learning.
- Support pupils make progress towards their PLP Goals, assist with the pastoral care of pupils, attend to their personal and social needs as necessary and build and maintain successful relationships with them.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Under agreed school procedures to give first aid/medicine where necessary
- Under guidance from a range of therapists ensure pupils' therapeutic needs are integrated into the school day.
- Assist with preparation for school visits, prepare documentation and lead school visits which includes the supervision of pupils, in liaison with the Educational Visits Coordinator.
- Attend to the personal care needs of pupils; this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding as required.
- Be able to use school data management systems such as SIMS and Google Drive, in line with school policies and procedures

Support for Teachers

- Under the supervision of Extended Leaders, to undertake planning and lead a range of teaching activities with individuals, groups of pupils and whole class.
- Contributing to the development of PLPs and EHCP reviews/reports
- Support and work with teachers to identify and respond appropriately to individual

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needs and to contribute to decisions about the most appropriate learning goals and strategies.

- Evaluate pupils' progress using Evidence for Learning, using the results of this monitoring to inform further support work, developing pupils' knowledge and skills.
- Efficiently prepare, maintain and use appropriate classroom teaching materials and equipment.
- Support expectations of pupil attitude and behaviour and maintain a purposeful, orderly and supportive environment for pupils' learning.

Support for the Curriculum

- Maintain familiarity with the relevant requirements of the curriculum to assist with effective teaching and to ensure that opportunities are taken to develop pupils' knowledge and skills.
- Support the teaching of curriculum areas as required
- Contribute to curriculum development by joining a subject framework community.

Training and Development

Make a commitment to your own professional development, undertaking training and development, identifying your own gaps in learning.

Complete mandatory training as required and attend staff meetings as part of directed time and as contract dictates

To undertake training in order to implement school policies and procedures including being competent on school ICT platforms, including:

- Health and safety
- Child development
- Manual handling and lifting
- Team teach
- CATHS Approach (Makaton, PECS and BSL)
- Current SEND practice
- SIMS
- Google Drive
- Evidence For Learning

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- National College
- Smartlog

Support for the School

- Work collaboratively with colleagues as part of a professional team, working at all times within school policies and procedures
- Supervise, guide and mentor the work of other Learning Support Assistants. Contributing to induction training of newly appointed LSAs and further training as appropriate.
- Attend staff meetings as required and where appropriate act as advocate for LSAs.
- Liaise as necessary with parents and carers, using Class Dojo, in line with school guidelines and with outside agencies, as appropriate.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Acting as a Group Leader for EVJs, ensuring that EVOLVE has been completed.
- Undertake tasks of a similar nature and level, as directed by the Headteacher/Line Manager.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with

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statutory provisions;

- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

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'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Person Specification

	Essential	Desirable
Qualifications and training	GCSE English and Maths (grades A*-C) or equivalent.	Satisfactory completion of HLTA training Current First Aid Certificate
Experience	Minimum of 2 years experience as a teaching assistant within the last 5 years	Experience of supervising others.
Knowledge and skills	<p>Understanding of strategies for teaching and learning.</p> <p>Understanding of curriculum development.</p> <p>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</p> <p>Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.</p> <p>Ability to contribute to planning and preparation of lessons and teaching materials.</p> <p>Ability to contribute to assessment and monitoring of pupil progress.</p> <p>Good communication and interpersonal skills.</p> <p>Good organisational and time management skills.</p> <p>Ability to work collaboratively with teachers and others.</p> <p>Ability to supervise others effectively, as required.</p> <p>Ability to take responsibility and work with autonomy within set boundaries.</p>	Experience of planning and assessment of learning

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Personal qualities

At The Chiltern school we expect all staff to demonstrate and model our core values.

Curiosity, Kindness, Respect, Aspiration, Courage.

These are particularly important for this role but you will also need to demonstrate that you are:

- Empathetic
- Well organised
- Diligent
- Conscientious