



Job Title:	Higher Level Teaching Assistant
Code:	Sup18
Salary Range:	£10.21 per hour
Hours:	30 hours Per week
Base:	Newlyn School
Responsible to:	Teaching staff, SENCO, Head of Department, Deputy Headteacher
Direct Supervisory Responsibility for:	Teaching Assistants
Important Functional Relationships: Internal/External	<p><u>Internal:</u> Headteacher, Heads of department, teachers, pupils, teaching support staff, SENCOs.</p> <p><u>External:</u> Governors, parents, Education Welfare Officers, Educational Psychologists, LEA departments and advisers.</p>

Main Purpose of Job:

- To take a pro-active role as a key member of a multi-disciplinary team in the support of pupils, teachers, the curriculum and the school
- To support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system of supervision

Main Duties and Responsibilities:

Support for teachers

- To assist the teacher in the planning of work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned
- As agreed with the teacher; produce lesson plans, worksheets, deliver learning activities, administer and invigilate examinations, observe, assess and mark, whilst promoting independent learning and making adjustments in accordance with pupils' needs
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision
- To monitor and evaluate pupils' progress and understanding of learning activities on an ongoing basis, ensuring that pupils' responses and attainments during the course of learning activities are systematically recorded in accordance with the agreed monitoring processes.



- To provide detailed feedback to teachers with regard to pupils' progress and responses to learning activities and to produce reports on pupils' progress and achievements as required
- To meet with teachers, co-ordinators and SENCOs on a regular basis to review the provision of teaching support, discuss any updates in the curriculum/teaching activities and to consider the progress of individual pupils (including identification of any special support)

Support for the Curriculum

- To deliver local and national learning strategies (eg: literacy, numeracy, KS3, foundation stage, etc) and assist individuals and groups of pupils in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the pupils to learn as effectively as possible
- To remain aware and up-to-date with the school curriculum, the age-related expectations of pupils, the recognised teaching methods and the assessment frameworks for the subjects and age ranges in which they are involved
- To encourage the use of ICT and advance pupils' knowledge of ICT during the lesson
- To develop and update IEPs. To assess, monitor and record pupils' progress through IEPs, and make appropriate alterations to IEPs in order to ensure pupils' progress
- To be responsible for organising and managing teaching equipment, materials and other resources required to support the delivery of curriculum activities and giving consideration to specialist teaching aids

Support for pupils

- To build and maintain relationships that encourage pupils to interact and work co-operatively with others, promote independence, encourage social integration and individual development. Employ strategies which recognise and reward pupils' reinforcing pupils' self-esteem and to engage all pupils in learning activities
- To assess, monitor and record pupils' progress, achievement, health, behaviour and general wellbeing and feedback any information to the teacher or Headteacher and as appropriate liaise with parents and carers
- To contribute to the development of multi-agency approaches to supporting pupils
- To supervise and manage pupils' behaviour promoting self-control and independence in accordance with the recognised behavioural standards and the school's established Discipline Policy ensuring an orderly and constructive environment for the class

Management Duties

- To supervise and manage a team of teaching assistants ensuring the highest standards of teaching support are maintained within the school.

Supervisory and management duties will include: -



- providing advice and guidance to promote improvements in current practice;
 - providing induction and job familiarisation training for new staff;
 - undertaking appraisals and training needs analyses with teaching assistants to ensure continued self-development of staff and updated skills;
 - liaising with teachers and co-ordinators with regard to devising appropriate work programmes for Teaching Assistants
- To act as a mentor to teaching assistants in the development of teaching support skills and to transfer specialist expertise and skills
 - To hold regular team meetings ensuring effective communications for teaching support staff
 - To manage the deployment and recruitment of teaching support staff in consultation with teaching staff, heads of department and the school senior management team
 - To represent teaching support staff at school senior management meetings

Support for the School

- To assist with lunch and break time supervision of pupils on a rota basis in accordance with the school's procedures for playground supervision
- To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines
- To administer minor first aid and medically prescribed drugs if trained as per procedure.
- To carry out administrative tasks associated with all of the above duties

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- New Appointments: To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE's grade C/level 2 or above in English & Maths	Working towards attainment of a recognised teaching	Application



	Meet the HLTA standards through completion of the recognised HLTA training and assessment routes	qualification	
Skills and Experience	<p>Good standard of practical knowledge, skills and experience of working with pupils within a learning environment</p> <p>Experience of supervising staff or colleagues</p> <p>Good listening & communication skills</p> <p>ICT skills – able to support learning through ICT</p>	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Working knowledge of implementing relevant learning programmes</p> <p>Knowledge of statutory frameworks relating to teaching</p> <p>Practical skills relating to planning and utilising individual learning programmes</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups	Application/Interview/Assessment



Behaviours and Values			Application/Interview/Assessment
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Special Conditions related to the post
<ul style="list-style-type: none"> Physical fitness Key holder <p><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information Receipt of two satisfactory employer references one of which must be from your current or most recent employer Satisfactory verification of relevant qualifications Satisfactory health check <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

How to apply:	<p>To down load an application pack or apply online please visit: www.cornwall.gov.uk. Or the school website www.newlyn.cornwall.sch.uk</p> <p>Please complete an application form in full and return to:spascoe@newlyn.cornwall.sch.uk Please note that we do not accept CVs.</p>
Contact details:	<p>Address: Newlyn School Carne road Newlyn TR18 5QA Tel: 01736 363509 E-mail: spascoe@newlyn.cornwall.sch.uk</p>
Closing date:	<p>4th July 2018</p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Childcare vouchers
- Local and national discount schemes and initiatives
- Continued professional development



Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

