



Job Title:	Higher Level Teaching Assistant		
Code:	Sup18		
Salary Range:	Per annum/pro rata (Dependant on skills and experience)		
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	Internal: Headteacher, Heads of department, teachers, pupils, teaching support staff, SENCOs.		
	External: Governors, parents, Education Welfare Officers, Educational Psychologists, LEA departments and advisers.		

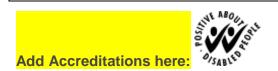
# Main Purpose of Job:

- 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

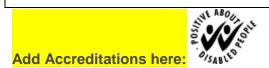
#### Support for pupils

- 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: -







- o providing advice and guidance to promote improvements in current practice;
- o 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
<b>Education and Training</b>	Attainment of GCSE's	Working towards	Application
	grade C/level 2 or above	attainment of a	
	in English & Maths	recognised teaching	







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





Behaviours and Values		Application/Interview/Assessment

#### **Special Conditions related to the post**

- Physical fitness
- Key holder

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- 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

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	To down load an application pack or apply online please visit: www.cornwall.gov.uk.	
	Please complete an application form in full and return to:spascoe@newlyn.cornwall.sch.uk Please note that we do not accept CVs.	
Contact details:	Address: Newlyn School Carne road Newlyn TR18 5QA Tel: 01736 363509 E-mail: spascoe@newlyn.cornwall.sch.uk	
Closing date:	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.	

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





