



# SEAX Multi-Academy Trust

Employee's Name .....

Employee's Signature ..... Date .....

## Senior Higher Level Teaching Assistant with Business & Enterprise Responsibility

### Job Description & Person Specification

<b>Job Title:</b>	Senior Higher Level Teaching Assistant
<b>Grade:</b>	Scale 6 (Points 13-17)
<b>Based at:</b>	Thriftwood College
<b>Reports to:</b>	Executive Headteacher/College Lead/Phase Leader/Class Teacher
<b>Liaison with:</b>	Teaching staff, support staff, Exec Headteacher, College Lead, pupils
<b>Job Purpose:</b>	To work in partnership with Class Teachers to support pupils' needs and learning in line with the college curriculum, codes of practice and college policies and procedures. Have particular and specific responsibility for Business & Enterprise curriculum development and delivery of lessons.
<b>Principal Accountabilities:</b>	Senior HLTA will plan, prepare and deliver lessons to progress pupils' learning and assess, record and report on development, progress and attainment as agreed with the teacher in Wellbeing/Environment.



## Job Description: Senior Higher Level Teaching Assistant

### Duties

- To take specific whole college responsibility for the preparation, maintenance and control of stocks of materials and resources as required for Business & Enterprise
- Plan and implement learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Work with individuals or small groups of children
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Promote positive pupil behaviour in line with college policies and help keep pupils on task
- Write reports and records as required
- Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently
- To attend to pupils' personal needs including help with social, welfare, care and health matters
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given
- To support learning by devising appropriate resources/methods to facilitate agreed learning activities
- To operate, and as appropriate maintain specialist equipment linked to Business & Enterprise
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To supervise pupils for limited and specified periods including break-times
- To assist with escorting pupils on educational visits
- To physically assist pupils during activities if required

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust

- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

## Person Specification: Senior Higher Level Teaching Assistant

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Successful experience of working with children in a school/ early years environment Educated to NQF Level 3, or equivalent Level 3 qualification in Learning Support/HLTA qualified (or working to that specification) Working to SEAX Trust's HLTA standards Successful evidence of classroom management Experience of working with SEND or a specialism, eg Makaton Qualification in First Aid Knowledge of people management	✓ ✓ ✓ (✓) ✓ ✓ ✓ ✓	✓
Knowledge of relevant Procedures	Full understanding of the school environment Understand classroom roles and responsibilities and your own position within these	✓ ✓	
Literacy	Excellent reading and writing skills	✓	
Numeracy	Excellent numeracy skills	✓	
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write detailed reports, letters etc	✓	

Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Languages	Specialist language/communication skills if appropriate	✓ ✓	
Negotiating	Ability to negotiate effectively with adults and children	✓	
<b>Working with Children &amp; Others</b>			
SEND	Successful completion of training to support SEND	✓	
Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development	✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate	✓ ✓	
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc Ability to work with parents and carers to improve support for children	✓ ✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
<b>Responsibilities</b>			

Organisational skills	Good organisational skills Ability to remain calm under pressure Ability to be flexible Follow and give instructions accurately and professionally Use own initiative and work independently	✓ ✓ ✓ ✓ ✓	
Line Management	Ability to line manage and support the work of others	✓	
Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
<b>General</b>			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding and promotion of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	✓ ✓	