

## Job details: Higher Level Teaching Assistant (HLTA)

<b>Reference</b>	LATHLAUT25b
<b>Location</b>	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
<b>Salary</b>	LATHLS 1 £22,680 (full time equivalent if worked 37.5 paid hours per week; 43.2 paid weeks per year)
<b>Working hours per week</b>	Full-time = 37.5 hours per week (8.15 -16.15 which includes an unpaid 30-minute break per day)
<b>Working weeks per year</b>	Full-time = 39 weeks per year (38 term time + 5 days CPD) (gross salary includes 4.2 weeks holiday entitlement to be taken out of term time)
<b>Contract type</b>	Full time, permanent
<b>Start date</b>	TBA
<b>The employer</b>	The Lotus Academy Trust
<b>The school</b>	The Damara School
<b>Contact</b>	<a href="mailto:office@lotustrust.org.uk">office@lotustrust.org.uk</a>

### Main purpose

The HLTA will:

- plan and deliver lessons to raise the learning and attainment of pupils
- promote pupils' independence, self-esteem and social inclusion
- give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- cover lessons in the absence of the class teacher or lead
- meet the professional standards as set out in the Staff Code of Conduct

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to teach and increase achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Maintain good order and discipline among all pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Assess pupil performance and record performance data
- Use ICT skills to advance all pupils' learning

- Cover lessons and lead class teaching in the absence of a team member
- Direct the work, where relevant, of other adults in supporting learning
- Undertake any other relevant duties given by the senior leader

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress, including their role in learning activities
- Co-plan, read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Complete first aid training and administer first aid to pupils and colleagues when necessary

## **Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### **Other areas of responsibility**

- Deliver effective tutor sessions
- Lead enrichment sessions
- Supervise break and lunch time activities

The HLTA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school or line manager.

### **Note**

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of the Trust Board in the future.

As a general term of employment, the Trust Board may affect necessary changes in job content or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee's remuneration and status.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the CEO or line manager.

### **Probation**

This post is subject to a six (6) month probationary period, which is a 'trial period', to enable the assessment of an employee's suitability for the job for which they have been employed. Please refer to our Probation and procedures policy

### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

### **Safeguarding children and young people**

The Damara School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

## Person specification: Higher Level Teaching Assistant (HLTA)

The successful applicant must demonstrate the following minimum requirements. Candidates will be shortlisted based on their responses on the application form. CV's will not be accepted. The criteria will be assessed at different stages during the selection process. A = Application I = Interview W = Written exercise P = Child and Young Person Panel			
	Essential	Desirable	Assessment Stage
<b>QUALIFICATIONS</b>			
English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	✓		A
Teaching Assistant or HLTA Qualification, or equivalent experience	✓		A
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>			
Good literacy and numeracy Skills	✓		A/W
Good ICT skills	✓		A/W
Knowledge and understanding of safeguarding and child protection	✓		A/I
Experience of working in an educational/learning setting		✓	A/I/W/P
Experience of working or engaging with children across the age range	✓		A/I/P
Experience of working or engaging with children with special and additional needs	✓		A/I/W/P
Ability to work with small and large groups		✓	A/I
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>			
Ability to communicate effectively with adults and children	✓		A/I
Ability to foster positive relationships with all stake holders	✓		A/I
Flexible and able to cover short notice and planned absence as required		✓	A/I
Knowledge and experience of policy, implementation, review and development	✓		A/I
Ability to work effectively as part of a team	✓		A/I/W/P
Demonstrate and role model a strong sense of emotional intelligence and resilience	✓		A/I/W/P
Understanding the contribution of one's own roles and responsibilities within an organisation's ethos and vision	✓		A/I/W/P
Engage in all activities that promote and safeguard the welfare of children and young people	✓		A/I/W/P
Knowledge, understanding and implementation of GDPR regulations	✓		A/I/W/P
Maintain a high level of good attendance	✓		A/I

Self-motivation and drive to improve personal and professional skills, knowledge and understanding	✓		A/I
<b>OTHER REQUIREMENTS</b>			
Ability to work flexibly outside normal hours if necessary		✓	A/I
<b>Special Requirements and Environmental Factors</b>			
All candidates must be able to demonstrate a good attendance and performance record	✓		A/R
Actively promote the Trust's policies	✓		A/I
Satisfactory Criminal Records Bureau disclosure at enhanced level	✓		A/I

**I have read the Job Description and Person Specification and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Headteacher or line manager**

<b>Signature of postholder:</b>	<b>Signature of CEO:</b>
<b>Date:</b>	<b>Date:</b>