



Higher Level Teaching Assistant (Key Stage 3 & 4 English)

Job Description

<u>Responsible to:</u>	Director of English and Media Studies
<u>Salary Scale:</u>	Grade 8, point 18 - 23
<u>Working Time:</u>	32½ hours per week, term time only plus 5 INSET days

Job Purpose:

Key Roles:

- To co-ordinate, the provision of support for students with SEN needs in mainstream English classrooms.
- To be responsible for planning, preparing and delivering targeted study support interventions for small groups and individual students in Key Stage 3 & 4.
- To be responsible for teaching English to small groups of students under the direction of the Head of Faculty.
- To coordinate the provision of appropriate intervention programmes for targeted Key Stage 3 & 4 students.
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve.
- To complement the professional work of teachers by taking responsibility for further agreed learning activities and providing assistance in the classroom.
- To monitor the effectiveness of the interventions so that impact can be measured and developed appropriately.

Key Tasks

- Assess the needs of students and use knowledge and skills to support students' learning.
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs.
- Deliver appropriate learning based interventions to individuals and small groups of students.
- Record assessments and monitor progress systematically, and provide evidence of range and level of progress and attainment.
- Provide meaningful feedback to students in order to improve their progress and learning.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the school's consequence system to manage behaviour constructively.
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles.
- Provide key worker support to students with high needs, including liaising with parents.



- Provide TA support in lessons as needed.
- Support the development and effectiveness of the team, within the overall English faculty.
- Establish constructive relationships with other agencies/professionals where appropriate in order to support the learning and progress of students.

General Whole School Responsibilities

- Attend weekly morning briefings.
- Attend Faculty and Learning Group meetings.
- Attend INSET days and additional training as appropriate.
- Read and respond to school bulletins/staff room notices.
- Check notice board and email daily.
- Comply with all school policies on child protection, health & safety, confidentiality and data protection.
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.
- To work the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

October 2022



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Person Specification

Qualifications/Training and Experience	<ul style="list-style-type: none"> • Graduate educated (desirable) • High level of general educational achievement and evidence of continuing training beyond school level • Experience of working with young people and with young people with learning needs • Experience managing a busy workload independently • Experience of delivering interventions to support vulnerable learners
Knowledge/Skills	<ul style="list-style-type: none"> • A real enthusiasm for working with young people and helping them to succeed • Ability to interact confidently with students and staff • Excellent numeracy and literacy skills • An understanding of the importance of professional confidentiality • Willingness to assist with practical tasks when necessary e.g. with physically impaired students • Ability to support specific subject areas • Ability to understand and differentiate the secondary school curriculum • Ability to use ICT effectively to support learning • Good organisational skills • An interest in your own personal development
Personal Characteristics	<ul style="list-style-type: none"> • Professionalism • Calmness • Empathy • Enthusiasm • Flexibility • Initiative • Excellent team work/support of peers • Excellent organisational and interpersonal skills • Energy and ideas, creative, solution focussed approach • A genuine liking for young people, tact, sensitivity and willingness to be an advocate for young people with SEND
Safeguarding and Wellbeing	<ul style="list-style-type: none"> • A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines • A commitment to support the School Leadership Team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community • To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community • Desire to take on further/advanced Safeguarding training and responsibilities (desirable) • Evidence of CPD undertaken in this area (desirable)

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