



**North East  
Learning Trust**

**Higher Level Teaching Assistant  
Sacriston Academy**  
Applicant information pack

# Higher Level Teaching Assistant (HLTA)

**Required January 2021**

**Salary SCP 12 – 17 £22,183 - £24,491 (FTE)**

**37 Hours per week Term Time Only**

North East Learning Trust and the Headteacher of Sacriston Academy are looking for someone who can provide support for students and teachers and contribute to raising standards. This will involve undertaking a range of learning activities under the professional direction and supervision of a qualified teacher.

## We are committed to:

- the pursuit of excellence in all that we do;
- a broad education designed to enable every young person to achieve their full potential and make the most of their talents;
- a calm, purposeful atmosphere where young people are cared for and able to learn with confidence;
- a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning;
- engendering respect for individuality and difference so that all will feel secure and equally valued;
- a nurturing sense of social responsibility, spiritual and personal development;
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

## The successful candidate will:

- Higher Level Teaching Assistant Certificate (status) OR Relevant qualification at NVQ Level 4
- Experience of delivering effective learning activities in the classroom
- The ability to motivate and inspire students to achieve their full potential.
- Experience of working with children of a relevant age in a learning environment

## Deadline:

Closing date is 12 noon, Thursday 3<sup>rd</sup> December. Shortlisting will take place Friday 4<sup>th</sup> December with interviews taking place week commencing Monday 7<sup>th</sup> December.

## How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Marysia.mynhardt@sacristonacademy.co.uk](mailto:Marysia.mynhardt@sacristonacademy.co.uk)

# Job description

<b>Post title:</b>	<b>Higher Level Teaching Assistant</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Raising standards of student achievement</b>
<b>Salary Band:</b>	<b>Grade 4 SCP 12 - 17</b>

## **JOB PURPOSE:**

To support and assist teachers as part of a professional team, to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of a qualified teacher in line with school policies and procedures.

## **Duties and responsibilities:**

- To provide support for students, teachers and the whole school.
- To provide cover for PPA, planning and delivering lessons as required across the school.
- To take responsibility for agreed learning activities under an agreed system of supervision, adjusting activities according to student responses and needs. This will include delivering learning activities as prepared by the class teacher.
- To use I.T. effectively to support learning activities.
- To work within the school's behavior policy, managing student behavior constructively, promoting self-control and independence and being an effective role model.
- To adhere to the school's safeguarding and confidentiality policies and procedures.

## **Achievements and Standards**

- Assisting class teachers in raising the achievement of all pupils
- Working with individual pupils or groups as required
- Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet pupils needs and interests
- Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo
- Supervising whole classes during short periods of teacher absence or attendance at planned meetings
- Contributing to reports and the maintenance of appropriate records
- Contributing to assessment procedures
- Helping implement lesson plans
- Providing feedback to class teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
- Carrying out intervention programmes where necessary

## **Pupil Well Being and Personal Development**

- Assisting with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy
- Providing additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme
- Building and maintaining good relationships with pupils, ensuring the care, health and welfare of pupils at all times, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training
- Assisting pupils with physical needs and difficulties
- Establishing and maintaining appropriate working relationships with parents, staff and other adults involved in pupils' education
- Following school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff immediately
- Promoting the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum
- Helping to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners

### The Quality of Provision

- Assisting in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Liaising with class teachers / SENDCo and contributing to individual planning and EHCP reviews as necessary
- Assisting with planning, creating and mounting displays
- Maintaining a safe and purposeful learning environment
- Supervising pupils in different contexts, ensuring their safety at all times
- Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
- Developing skills and knowledge of ICT, particularly in supporting children with Special Needs

### Other Responsibilities

- Attending relevant meetings and contributing to curriculum development, school policies and procedures
- Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
- Ensuring good communication
- Taking responsibility for own professional development by seeking opportunities and attending relevant training
- Contributing to the wider life of the school
- Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
- Be committed to the school's aims and values
- Ensuring that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- Any other duties required by the Senior Leadership Team within the scope of this post

### General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Higher Level Teaching Assistant Certificate (status) OR</li> <li>• Relevant qualification at NVQ Level 4</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Training in relevant learning strategies e.g. literacy</li> <li>• Valid first aid certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Able to demonstrate the necessary skills and experience of successfully supporting pupil learning</li> <li>• Experience of delivering learning activities in the classroom</li> <li>• Experience of working with children of a relevant age in a learning environment</li> <li>• Able to use ICT effectively to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Working knowledge of relevant codes of practice/legislation</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Be able to inspire trust and confidence in children</li> <li>• Be able to encourage high standards of pupil behaviour at all times</li> <li>• Communicate effectively both verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Interact respectfully and promote our Rights Respecting School ethos.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Able to relate well to and communicate effectively with children and adults.</li> <li>• Display a calm and positive approach.</li> <li>• Able to be sensitive to the needs of the children and their parents/carers.</li> <li>• Able to work within the school's policies and procedures, including safeguarding, behaviour and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in relevant learning strategies e.g. Read Write Inc., Lexia.</li> </ul>

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.