



**Heighington CE Primary School,
Hopelands,
Heighington,
Newton Aycliffe. DL5 6PH.
Tel 01325 300326**

Head Teacher – Miss C Spence

Higher Level Teaching Assistant Level 4

37 hours per week

**Salary: Band 9, (SCP 24-27) £25,474 - £27,850 per annum (pro rata)
Term time only 45.8 weeks, fixed term to 16th July 2021**

Required to start 5th January 2021

We currently have a Higher Level Teaching Assistant Level 4 post available from 5th January 2021. The successful applicant will be responsible for leading high quality 1:1 and small group intervention and tuition sessions, supporting children to catch up following the months of teaching lost during the previous lockdown.

The post will also involve providing short-term cover for whole classes.

GCSE in both English and Mathematics at Grades A-C or the equivalent are essential. NVQ3 or higher in childcare or equivalent is desirable for the post as is a current first aid certificate.

The ability to work independently, feedback accurately and concisely to class teachers will be essential. A secure understanding and enthusiasm for KS1/KS2 English and Mathematics will be required and explored at the interview.

The closing date is 12noon, Friday 4th December 2020. Shortlisting will be completed on 7th December and selected applicants for interview will be notified by telephone and/or email by 7.00pm.

Applicants are advised that references will be requested on receipt of application and used to aid shortlisting. Please ensure that your nominated references are aware of your application.

Applications forms are available from the school website www.heighingtonceprimary.org.uk. Please return all completed application forms to Mrs J Pearson, School Business Manager at the above address or via email jacqueline.pearson@heighingtonceprimary.org.uk

**Closing date: 12 noon, Friday 4th December 2020
Interviews will be held week commencing 7th December 2020**

HEIGHINGTON CE PRIMARY SCHOOL

POST TITLE :

Teaching Assistant – Level 4

GRADE :

Band 9 SCP 24-27

REPORTING RELATIONSHIP

The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the teacher

JOB PURPOSE :

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes (i.e. PPA time) and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Management of other teaching assistants including allocation and monitoring of work, appraisal and training

POST NO.

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post :-

Support the Pupil by;

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations
3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs.
4. Promote independence and employ strategies to recognise and reward achievement of self-reliance
5. Develop and implement Individual Education Plans (IEP).
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Provide feedback to pupils in relation to progress and achievement.

8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
9. Deliver learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
10. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
11. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
12. Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support the teacher by

1. Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children these programmes may be delivered in a supervised/ or unsupervised capacity.
2. Supporting teaching staff in the carrying out of home visits and in the liaison with outside agencies.
3. Assisting the teaching staff in the smooth transition between educational phases.
4. Organise and manage appropriate learning environment and resources.
5. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
6. Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
7. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
8. Undertaking marking of pupils' work and accurately record achievement/progress and contribute to raising achievement

Support the school by

1. Being aware of the schools policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Being a member of the school / unit management team.

5. Participating in training and other learning activities and performance development as required.
6. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
7. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
8. This post has a high level of contact, and responsibility for, children.
9. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
10. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
11. Carrying out your duties with full regard to the School's / School's Equality Policy and Race Equality Scheme.
12. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Line management responsibilities, including

1. Manage other teaching assistants including the management of the their induction, training, development and performance as required.
2. Liaise between managers / teaching staff and teaching assistants.
3. Hold regular team meetings with managed staff.
4. Represent teaching assistants at teaching staff/management/other appropriate meetings.
5. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.*

Heighington CE Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date :

**HEIGHINGTON CE PRIMARY SCHOOL
PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 4**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	AF/C			
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	AF/C			
	E3	Higher Level Teaching Assistant Status (HLTA)	AF/C			
	E4	<p><i>Applicable to Foundation Stage only: To work in Foundation Stage, you require one of the following:</i></p> <p><i>Level 3</i></p> <ul style="list-style-type: none"> ▪ <i>Child Care & Education (CACHE)</i> ▪ <i>Early Years & Education (Welsh Medium) (CACHE)</i> ▪ <i>Btec National Cert in Early Yrs</i> ▪ <i>NVQ L3 in Early Years Care & Education</i> ▪ <i>NNEB plus CPD Evidence</i> 	AF/C			

Experience & Knowledge	E5	At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment	AF//R	D1	Qualified / Trained First Aider	AF//C
	E6	Experience of developing, implementing and evaluating IEPs	AF//R	D2	Experienced in the delivery of training / presentation to others	AF//R
	E7	Experience and knowledge of learning strategies and adapting these to individual pupil needs	AF//R	D3	Experience of managing staff including their development, training and performance	AF//R
	E8	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF//R			
	E9	Experience of working with wide range of children including those with specific statements	AF//R			
	E10	Understanding of principals of child development and learning processes	AF//R			
	E11	Experience of lesson / activity planning	AF//R			
	E12	Experience of supervising whole classes and individual pupils for specific learning activities / lessons	AF//R			
	E13	Experience of managing other members of staff	AR//R			
	E14	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use	AF//R			

Skills	E15	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	AR/I/R			
	E16	Ability to self evaluate learning needs and seek learning opportunities	AF/I/R			
	E17	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF/I/R			
	E18	Ability to work in a team and independently	AF/I/R			
Personal Attributes	E19	Ability to promote fairness and a positive role model to pupils	I/R			
Special Requirements	E20	To comply with the School's No Smoking at Work policy, Alcohol at Work and Health & Safety policies	I			
	E21	Motivation to work with children	AF/I/R			
	E22	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E23	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R			
	E24	Suitability to work with children	AF/I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references