



T.E.A.M EDUCATION TRUST

STUBBIN WOOD SCHOOL & NURSERY

Higher Level Teaching Assistant

Permanent (Grade 8 – Points 12-15 £23,250- £25,128 pro-rata)

Full time: 37 Hours Weeks per year: 39 Term-time only

Responsible to: Director of Education and Achievement

The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the postholder.

Key responsibilities: To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in short term planning and recording, and the management/preparation of resources. Individual staff will support, with others, an agreed area/school initiative through attendance at suitably arranged meetings in school time, collective completion of agreed tasks, reports, records or other information as required and as part of this small group.

The TA may take responsibility for short term planning for a few regular groups/sessions, agreed between the TA and Teacher, and authorised by the Headteacher. Staff may also supervise whole classes occasionally following short term planning already in place, with appropriate remuneration. The primary focus will be to ensure continued high-quality learning and pupil achievement.

Key Responsibilities

The postholder will demonstrate essential professional characteristics, and in particular will:

- Engage and motivate pupils
- Improve the quality of pupils' learning
- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Demonstrate analytical thinking.
- Demonstrate empathy with and an appreciation of the care needs of pupils.

Teaching Assistant Agreed Framework Requirements

In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for indicative tasks within the competencies listed below.

Pupil Progress

- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teachers, to support pupils' learning and progress.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage all pupils to participate and achieve in learning activities.
- Promote independence and employ strategies to recognise and reward its achievement.

Professional Practice

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support.
- Share such knowledge with colleagues to improve whole school effectiveness.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility and personal hygiene needs.
- Understand and apply the principles of good classroom management.
- Understand and apply a range of appropriate support strategies.

Whole School Ethos

- Provide staff support to others in order that agreed initiatives can be successfully implemented, maintained and applied.
- Where appropriate, contribute to the formulation of school policies.
- Executive school policies.
- Use the performance management process to drive school improvement through the raising of teaching and learning.
- Promote the wider aspirations of the school.

Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
- Displays commitment to the protection and safeguarding of young people.
- Values and respects the views and needs of young people.
- Is willing to work with organisational procedures and processes and to meet required standards for the role.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.