

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

Job title: Advanced Skills Teaching Assistant (HLTA)

Directorate: Orchard Primary School

Reporting to: Senior Leadership Team

Grade: SC 5

## Job description

**Purpose of the post:** To promote and enhance the quality of teaching and learning services. To promote positive relationships within the team of teaching and learning staff and with the wider school community. To establish, develop and maintain high quality provision for students in lessons. To help raise aspirations and attainment within the community.

Promote and implement the vision, ethos and policies of the school to raise levels of achievement.  
Deliver lessons and supervise pupils covering for teaching staff.

To work out of class as directed by line manager (SLT)

**Main duties and responsibilities:**

- To work under the direct instruction of teaching/senior staff and or deliver lessons and supervise pupils covering for teaching staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and classroom.
- 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 delivery learning activities for individuals/groups or short term for whole classes
  - monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area within the school which could include addressing the needs of pupils who need particular help to overcome barriers of learning. Supervision of other teaching assistants including allocation and monitoring of work, and some training.

### Support for Pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Take a lead role in the provision of support for pupils with special needs
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

## Support for the Teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

## Support for the Curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Support pupils with non class based activities

## Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager
- To build good relations with the wider community and parents

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### General requirements:

- Enhanced CRB check
- Strong Commitment to furthering equalities in both service delivery and employment practice
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	Advanced Skills Teaching Assistant
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Evidence of Literacy Skills	✓	
2. Evidence of Numeracy skills	✓	
<b>Experience</b>		
3. Experience working with Children in an Inner London School (minimum 3 yrs)	✓	
4. Experience working in both Key Stage 1 and 2 and Early Years		✓
5. Experience leading an extra curricular activity		✓
<b>Knowledge</b>		
6. Basic understanding of child development	✓	
7. Appropriate knowledge of first aid	✓	
8. Basic understanding of expectations at each level across the school	✓	
<b>Skills</b>		
9. Good numeracy/literacy skills	✓	
10. Use basic technology – computer, video and photocopier	✓	
11. Ability to relate to children and adults	✓	
12. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
13. Display commitment to the protection and safeguarding of children and young people	✓	
14. Participate in development and training opportunities	✓	