

## Job Description

<b>Role:</b>	<b>Higher Level Teaching Assistant (HLTA)</b>	<b>Salary Range:</b>	3	<b>Notice Period:</b>	One Month
<b>Line Manager:</b>	Head of SENCO	<b>Head of Faculty:</b>	Business Manager		

### Role Purpose

The team purpose for all colleagues who work in the Emmanuel Centre Team is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of inclusivity so that all students, 'May have life, and have it to the full. (John 10: 10).

### Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

### Duties & Responsibilities

Support delivery of the SEND code of practise by:

- Complement the professional work of the specialist teachers by taking responsibility for agreed learning activities. This will include planning, preparing and delivering activities for individuals or groups in the Centre's provision: On occasion for whole classes on a short-term basis. You will also be required to support the recording, reporting and assessment of students' progress and development.
- To support the development of other Teaching Assistants to ensure that a high quality provision is consistently secured for all students.
- To liaise with the Head of Centre, teachers, parents and external agencies to ensure the Centre provides an excellent education for all students.
- To act as a learning mentor to a small group of students.
- Work with small groups of students or teaching of a whole class, under the direction of the teacher.
- Plan and deliver intervention activities under the direction of the teacher or external agencies, such as Speech and Language Therapists
- Support teachers in the development of pupil profiles.

- Promote an ethos and culture that supports the school's ethos and SEN policy that promotes excellent outcomes for students with SEN or a disability
- Lead and manage Teaching Assistants.
- Within an agreed framework, teach whole classes of children. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lesson plans.
- Implement planned learning activities/teaching programmes as agreed with the teacher, and external agencies, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Establish positive relationships with pupils, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- With teachers, evaluate pupils' progress through a range of assessment activities relating to attainment and progress.
- To contribute to assessments of children, as directed by the class teacher/Head of Centre/SENDCo, and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children. This will sometimes include contributing to the Annual Review process.
- To take an active role in assessing and analysing progress data as well as participating in Pupil Progress Meetings, the Pupil Mentoring Programme, Annual Reviews and contributing to Learning Plans.
- To attend relevant, weekly staff meetings as well as INSET, agreed with SENDCo in advance.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To support and guide other ESAs' work in the classroom and lead training for other support assistants. To act as 'mentor' to new or less experienced Teaching Assistants.
- Model good practice at all times whilst maintaining high levels of professional conduct.
- Support and promote the use of ICT in the classroom and develop pupils' competence and independence in its use

## **Safeguarding**

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

## **General**

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people

- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

**Declaration**

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:** ..... **Date:** .....