



Title of Post: Secondary Phase Higher Level Teaching Assistant	Grade: 9
Contractual Terms: 37hrs week/Term Time Only/Permanent	Line Manager: Director of Secondary Phase

The Higher Level Teaching Assistant (HLTA) will work under the supervision of the Director of Secondary Phase and the direction of each classroom teacher regarding all matters relating to the learning support of a designated pupil(s) or groups.

Key Duties and Responsibilities

Interventions

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

PPA cover

- Organise and manage appropriate learning environments and resources.
- With an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within an established positive behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Produce lesson and intervention plans for the class teacher.

Generic duties and responsibilities for all Batley Grammar School staff

Data Protection

- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Safeguarding/Child Protection

- Work in accordance with the school policies and guidance on Safeguarding/Child Protection, undertaking Safeguarding Child Protection training every three years and refreshers when required, reporting any concerns to the Designated Safeguarding Lead.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the workplace. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students and pupils (Head's decision is final);
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the on-going development, implementation and monitoring of the School and departmental development plans;
- Championing the professional integrity of the School;
- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Headteacher.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	Identified by
Good level of education	✓		Application
Experience in an educational establishment.		✓	Application Reference
Willingness to undertake training to develop skills in order to take a proactive and supportive role	✓		Application References Interview

SKILLS and KNOWLEDGE EXPERIENCE			
Ability to work under limited supervision, including determining and organising information; to manage own workload, to work under pressure and with initiative.	✓		Application References Interview
Good communicational skills and good use of standard English	✓		
Abilities to follow school and departmental policies, including development policy	✓		
An understanding of child safeguarding and school policies (training will be given)		✓	

PERSONAL SKILLS AND ATTRIBUTES			
Strong timekeeping skills and ability to work to deadlines	✓		Application References Interview
Hardworking and committed	✓		
Ability to act with confidentiality and sensitivity	✓		
Ability to maintain records and to work in a logical, organised manner	✓		
Good interpersonal and listening skills	✓		
Ability to work as part of a team as well as individually	✓		
Ability work with and support learning in small group/1:1 settings	✓		
Ability to be flexible and show initiative across the whole school setting to promote student and pupil progress	✓		

PERSONAL QUALITIES			
Approachable, calm and courteous	✓		Application References Interview
Proactive, creative and imaginative	✓		
Be flexible and responsive to change	✓		
Adopt high standards of behaviour in a professional role	✓		
Commitment to the school's Aims and Philosophy	✓		

Commitment to own professional development and willingness to undertake necessary training	✓		
A willingness to contribute to the wider aspects of school life in supporting students'/pupils' success		✓	
Good sense of humour		✓	
OTHER			
To attend Open Day and special events if required.	✓		Application References Interview

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: November 2021

Signature of Post Holder:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.