



JOB DESCRIPTION

SCHOOL:	Gilbert Ward Academy
POST TITLE:	Higher Level Support Assistant (AA304)
GRADE:	N6
RESPONSIBLE TO:	Headteacher, Head of Service or other designated teacher
RESPONSIBLE FOR:	Support Assistants
JOB PURPOSE:	To support and assist teachers as part of a professional team. To contribute to raising standards of pupils' achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures
MAIN DUTIES:	The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Teaching and Learning activities

- 1 To help pupils make progress in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- 2 To be aware of national frameworks, typical curricular and teaching methods and expectations in the relevant key stages or phases and make effective use of other learning activities to support the development of pupils' skills.
- 3 In line with the school's policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.
- 4 To organise and manage safely the physical teaching space and resources for which he/she/they are responsible.
- 5 To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- 6 To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.

Planning, Monitoring and Assessment

- 1 Within an agreed system of supervision, to plan challenging teaching/learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.
- 2 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- 3 To support teachers in evaluating pupils' progress through a range of monitoring and

assessment activities.

- 4 To maintain and analyse records of pupils' progress.
- 5 To provide feedback to pupils and colleagues on pupils' learning and behaviour.

Support for Pupils

- 1 To communicate effectively and sensitively with pupils to support their learning.
- 2 To develop and implement Individual learning plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.
- 3 To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.

Other Duties

- 1 Under the supervision of the Head Teacher or other designated teachers to support the appraisal process of Learning support Assistants by setting and reviewing objectives.
- 2 Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.
- 3 To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- 4 To manage and supervise other support assistants in the classroom.
- 5 To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- 6 To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- 7 To attend meetings and engage in development activities/training as required by the school.
- 8 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.⁸

The post holder will have responsibility for promoting and safeguarding the welfare of children and young Persons s/he is responsible for, or comes into contact with.

Higher Level Support Assistant – Level 5 (N6)

Person Specification

The successful candidate will be, innovative and influential, reliable and committed, and who recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Area	Essential/ Desirable	Assessment
Qualifications & Training		
4 GCSEs Grade A-C (or equivalent eg Level 2 Numeracy/Literacy) including Maths and English (or working towards)	E	Application form Qualification check
NVQ Level 3 in Teaching Assistant or equivalent	E	Application form Qualification check
Higher Level Teaching Assistant Status or working towards	E	Application form Qualification check
Training in relevant learning strategies and specialist knowledge in a particular curriculum areas.	E	Application form
Willingness to undertake minibus training	D	Interview
Willingness to undertake first aid and medication training	D	Interview
Knowledge and Experience		
Able to demonstrate professional competencies within the HLTA standards	E	Interview References
Experience of working with children of relevant age in a learning environment.	E	Application form Qualification check Interview
Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes of intergraded working	E	Application form Qualification check Interview
Experience of successfully implementing national curriculum and other relevant learning programmes or strategies.	E	Application form Qualification check Interview. References
Experience of advancing pupils' progress in a range of classroom settings, including working with individuals, small groups and whole classes.	E	Application form Interview References
Experience of producing lesson plans and resources and of assessing pupil's progress.	E	Application form Qualification check Interview. References
Experience of administering, assessing and marking tests	E	Application form Interview References
Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes	E	Interview References
Understanding of classroom roles and responsibilities.	E	Interview
Experience of integrated working	D	Interview
Supervision of classroom support staff. And experience of managing a small team	D	Interview
Experience of supporting the performance management of colleagues.	D	Interview
Skills & Key Criteria		
Specialist skills or training in curriculum or learning area, e.g. behaviour management, SEN, individual subject areas	E	Application form Interview References
Excellent ICT skills and the proven ability to use them effectively to support learning.	E	Application form Task
Good understanding of child development and learning	E	Application form

process.		Qualification check
Good working knowledge of relevant policies, codes of practice and legislation within a classroom setting and a good understanding of the statutory framework relating to children's learning, well-being and child protection.	E	Interview References
Able to take a lead role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate	E	Interview References
Able to participate in planning, monitoring and assessment arrangements in partnership with the class teacher.	E	Interview References
Able to organise, lead and motivate a team and to work constructively as part of a team.	E	Interview References
Able to relate well to children and adults and in particular able to establish positive relationships with pupils.	E	Interview References Application
Able to respond positively and effectively to unexpected problems and situations.	E	Interview References
Able to take a responsive approach to children's needs to help address barriers to learning and well-being.	E	Interview References
Able to work with minimal supervision.	E	Interview References
Able to relate well to children and adults and in particular able to establish positive relationships with pupils	E	Interview References
Able to respond positively and effectively to unexpected problems and situations.	E	Interview References
Excellent communication and inter-personal skills	E	Interview References
Ability to maintain confidentiality	E	Interview References
Understanding of principles of child development and learning processes.	D	Interview
Personal Attributes		
A supportive and co-operative team member with a flexible approach	E	Interview References
Highly motivated showing resilience and reliability	E	Interview References
A positive attitude and commitment to equality	E	Interview References
Ability to manage own time well to meet competing demands	E	Interview Task References
Ability to work outside normal trust hours if the need arises	D	Interview
Ability to travel to trust academy locations as required	E	Interview
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E	Interview
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	Application Form Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D	Interview