



Higher Level Teaching Assistant
37 hours per week, Term time only
Required as soon as possible

Salary SCP 12-17 FTE £22,183 to £24,491

We are seeking to appoint a committed, motivated and caring HLTA who has experience of teaching students in KS3 and 4. Experience of dealing with SEND children is essential.

Ideal candidates will be able to demonstrate:

- To be able to use their own initiative but also to work as part of a team
- Flexibility
- Their commitment to the students and the role
- Excellent organisation and communication skills
- The use of specific teaching and learning plans
- The skills to deliver a high standard of literacy and/or numeracy to groups or with individuals in addition to be able to provide and support pupils with extra-curricular activities
- Have a CACHE or NVQ qualification (or equivalent) or the willingness to work towards an NVQ
- Be patient, sensitive and an ability to foster good relationships

If you feel you have the right qualities and can make a difference to the next generation this role could be for you.

Working for TKAT:

In return, as an employee of The Kemnal Academies Trust (TKAT), you will benefit from:

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy;
- Our support for your wellbeing at work; and
- The rewards of working to improve the life chances of our students.

Health and Safety

King Harold follows the Essex and Government COVID 19 guidelines in order to protect students, staff and visitors to the school.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment

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will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. An opportunity to meet with the Head of school and a tour of the school is highly recommended and can be arranged by contacting Mrs Campbell on 01992 714800.

Application packs can be downloaded from our website www.kha-tkat.org. Completed application forms should be sent or emailed to Mrs Campbell at michaela.campbell@kha-tkat.org. Please note that CV's will not be accepted unless accompanied by a fully completed application form.

The deadline deadlines for application forms to be submitted is Friday 30th April 2021

Interviews will take place week commencing 4th May 2021.



Job Description: HLTA

Name:

Responsible to: The SENDCO

Responsible for:

- Strategic planning and operational management of your responsibilities.
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

Purpose:

- To work in partnership with class teachers to organise and support teaching and learning in line with the national curriculum, codes of practice and school policies and procedures.
- To undertake specific work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

Key Responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes, modifying and adapting as necessary under the direction and supervision of a qualified teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professions and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work as appropriate within the agreed supervision
- Assess the needs of students and use knowledge and specialise skills to support students' learning
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- To provide specialist support to all students in a particular area (e.g. ICT, literacy, numeracy, National Curriculum subject)
- Develop and implement Individual Development Plans for students (such as Individual Learning Plans, including attendance at, and contribution to reviews
- Support the role of parents/carers in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement etc
- Contribute to the development of policies and procedures
- Provide short-term cover supervision of classes
- Supervise or manage the work, development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis

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- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Invigilate exams and tests
- Be responsible for the presentation of displays.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

Staff Development and Wellbeing

- To take part in the school's CPD programme when required
- To engage actively in the Performance Management Review process
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Care Guidance and Support

- To promote the general progress and well-being of individual students
- To liaise with Pastoral Managers to ensure implementation of the Pastoral System
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning policy so that effective learning can take place
- Monitoring attendance of students in SEN.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.



Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description

Standards

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

_____ Post Holder
_____ Line Manager
_____ Head of School