



We're looking for a
Higher Level
Teaching Assistant
to join our team!

Job title here
Required as soon as possible
SCP 12 – 17 (£18,150 - £20,039 actual salary)

We are looking for a passionate, inspirational and innovative higher level teaching assistant to join our fast moving, forward thinking school. We are looking for an outstanding teaching assistant who is flexible and a confident team player who has experience of working with children in a school or a similar setting.

We can offer:

- A diverse and vibrant learning community with enthusiastic and engaging children
- A positive, caring ethos and culture
- A forward thinking school
- A team of hardworking, dedicated and friendly colleagues
- A supportive and effective governing body
- High quality professional development opportunities and experiences

Deadline:

Monday 3rd February 2020

Shortlisting will take place Tuesday 4th February 2020 with interviews taking place Tuesday 11th February 2020.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to karen.oliver@diamondhalljuniors.co.uk or by post to Mrs Karen Oliver, Diamond Hall Junior Academy, Well Street, Sunderland SR4 6JF.

Job description

Post title:

Higher Level Teaching Assistant

Responsible to:

Deputy Headteacher

Job purpose:

- To support pupils' learning and development and share in their pastoral care
- To take an involved part in the planning and record keeping of pupils' learning and progress
- To share in the care and wellbeing of pupils throughout the school
- To follow, maintain and promote the school core values
- To ensure compliance with all school policies and procedure and government legislations
- To support safeguarding as a key policy in school

Duties and responsibilities:

Achievement and Standards

- Assisting class teachers in raising the achievement of all pupils
- Working with individual pupils or groups as required
- Contributing to the planning and preparation of lessons and assisting in the selection and preparation of teaching resources to meet pupils needs and interests, evaluating and adjusting lesson plans
- Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo
- Contributing to reports and the maintenance of appropriate records
- Contributing to assessment procedures
- Helping implement lesson plans
- Providing feedback to class teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
- Carrying out intervention programmes where necessary
- Contributing to the planning of opportunities for pupils to learn in out of school contexts in line with the schools policies and procedures

Pupil Well Being and Personal Development

- Assisting with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy
- Providing additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme
- Building and maintaining good relationships with pupils, ensuring the care, health and welfare of pupils at all times, including the willingness to dress and

undress, the toileting, and the cleaning of pupils, where necessary after appropriate training

- Assisting pupils with physical needs and difficulties
- Establishing and maintaining appropriate working relationships with parents, staff and other adults involved in pupils' education
- Following school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff immediately
- Promoting the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum
- Helping to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners

The Quality of Provision

- Assisting in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Liaising with class teachers / SENDCo and contributing to individual planning and EHCP reviews as necessary
- Assisting with planning, creating and mounting displays
- Maintaining a safe and purposeful learning environment
- Supervising pupils in different contexts, ensuring their safety at all times
- Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
- Developing skills and knowledge of ICT, particularly in supporting children with SEN

Other Responsibilities

- Attending relevant meetings and contributing to curriculum development, school policies and procedures
- Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
- Ensuring good communication
- Taking responsibility for own professional development by seeking opportunities and attending relevant training
- Contributing to the wider life of the school
- Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
- Be committed to the school's aims and values
- Ensuring that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- Any other duties required by the Senior Leadership Team within the scope of this post

This job description is to be used in conjunction with the 'Professional Standards for Higher Level Teaching Assistants document. It may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Teaching Assistant qualification – Level 4 or equivalent English and Maths GCSE A – C or equivalent 	<ul style="list-style-type: none"> Further professional development First aid training
Experience	<ul style="list-style-type: none"> Working with children within the primary age range Providing support in literacy and numeracy Working well in partnership with staff, children and parents 	<ul style="list-style-type: none">
Aptitude and skills	<ul style="list-style-type: none"> Has a good understanding of the principles of child development and the learning process Has a working knowledge of the National Curriculum and other learning programmes / strategies Has a good understanding of current educational initiatives including the effective use of ICT to support learning Communicates well orally 	<ul style="list-style-type: none"> Has a working knowledge of the Key Stage 1 curriculum
Personal qualities	<ul style="list-style-type: none"> Good timekeeping and attendance record Relates well to children and other adults Able to work collaboratively as part of a team 	<ul style="list-style-type: none"> Willing to take part in extracurricular activities

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.