

JOB DESCRIPTION

PhoenixPlace is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. This job description is subject to regular periodic review and may be changed, through consultation, in accordance with the development needs of PHOENIXPLACE and/or the post-holder.

Post:	Higher Level Teaching Assistant (HLTA)
Salary:	Independent Salary Scale: Pay dependent upon qualifications and experience (see Job Ad) Grade 3: £25, 831 - £27,406 FTE (Salary pro rata to 39 weeks)
Reporting to:	SEND Lead
Contract type/hours:	37.5hrs pw (8.30am-4.00pm) Term time only - 39 Weeks
Line Management of:	Teaching & Learning Support Assistants (if applicable, assisting SEN Lead)
Work in partnership with:	HLTA will receive instruction from a number of staff members, i.e Headteacher, Deputy Head, SENCo, Pastoral Manager, Class Teachers, Therapists, etc.

School Context: We are a specialist school that supports young girls with various needs eg SEN, mental health. Candidates understand that the role can be challenging on a day to day basis, dealing with complex emotional and behavioural needs of our students. It is essential that candidates applying for this role have some experience of applying de-escalation strategies and where needed positive handling/restraint techniques. However, the school will provide ongoing training.

Safeguarding: PhoenixPlace is committed to safeguarding and protecting the children and young people that we work with. We have a strong safeguarding culture and expect applicants to continually develop their practice in this area. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. Professional references will be sought prior to commencement of this post.

Main Purpose

The Higher Level Teaching Assistant will:

- Undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants
- Contribute at a higher level in supporting pupils' education.
- Work with greater autonomy in advancing pupils' learning, for example, in identifying suitable materials and managing tasks within the framework set by the teacher or SENCo.

The role will require some small group teaching under the direction of a SENCo, Deputy Head and/or subject leads.

Duties and Responsibilities:

- Deliver learning activities for individual pupils or groups to advance pupils' learning.
- Work under the direction and supervision of the SEN Lead, Head of T&LA and/or allocated teacher to plan and prepare work to deliver subject specific lessons to small groups and/or for intervention

- To assess and report on the progress and attainment of pupils.
- Take specific responsibility for the management and development of key areas within the school and/or management of other teaching support staff, including the allocation and monitoring of work, appraisal and training (under the direction and supervision of the SEN Lead)
- Undertake exam invigilation, as required.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies, systems and procedures within the school.

Teaching & Learning

- Co-ordinate, teach and assess in an area of specialism, depending upon your own skills.
- Undertake small group teaching
- Provide one to one subject specific sessions/interventions with selected students.
- Report to class teachers/home for students involved in intervention.
- Liaise with subject leads/departments on a regular basis in order to develop effective partnership working.
- Liaise with SEN Lead to ensure access arrangements and provision is suitable for learners
- Provide feedback on the effectiveness of provision and intervention strategies.
- Attend appropriate CPD, training sessions and meetings so as to extend expertise within the school.
- Contribute to a programme of support for a student that may, at times, take place outside of school.
- To carry out any other duties required by the SEN Lead/class teacher/SLT which is within the scope of this post.

The post holder may be required from time to time to undertake other duties within the school (as directed by the Headteacher) as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- The post holder will be committed to the safeguarding and promotion of the welfare of children and young people.

Confidentiality

You should work within the rules of the Data Protection Act 2018 and adherence to GDPR when handling personal information. Private and personal information about all students and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss school business, students or colleagues in public places or with others outside work.

The post holder must read and sign that they have read and understand the schools following documentation

- Confidentiality Policy
- Staff Code of Conduct
- Safeguarding Policy

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- Keeping Children Safe in Education
 - Management of Behaviour Policy

(changes to any of these policies including any updated addendums, will be communicated to staff as they arise. Staff must read confirm their understanding of these updates as directed by the Head)

Professional development

- Take part in the school's JPR/appraisal procedures

Person Specification

Higher Level Teaching Assistant:

Criteria
Qualifications and Training
<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths HLTA qualification or commitment to undergo training after probationary period Training in relevant learning strategies e.g. literacy and safeguarding (<i>Desirable</i>)
Experience
<ul style="list-style-type: none"> Experience of teaching small groups/individuals Experience of supporting students through accredited subjects (eg Functional Skills, GCSE) Experience of working with students with behavioural, emotional and social difficulties Experience of planning and monitoring progress of individual/small groups Experience identifying interventions to raise attendance of pupils Experience working directly with pupils and parents Experience working collaboratively with colleagues Experience analysing data and producing reports and identifying key insights
Skills and knowledge
<ul style="list-style-type: none"> Knowledge of the potential barriers to high attendance that pupils may face Ability to tailor interventions to individual pupils Good understanding of a child/young person's development, needs and learning processes. Good level of skills in planning and teaching small group sessions (essential) Ability to form and maintain appropriate professional relationships and boundaries with children and young people. Excellent interpersonal skills both in working relationships with young pupils and in forming effective professional relationships with a wide range of contacts. Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers Demonstrable IT skills and ability to use them as part of the learning process, or, the ability to develop IT skills in a reasonable timeframe. Good organisational and time management skills Strong behaviour management skills
Personal qualities
<ul style="list-style-type: none"> Empathy and understanding of students needs Ability to maintain a professional manner in challenging situations. Commitment to delivering high quality teaching and learning opportunities for every student. Commitment to inclusive practice. Have high expectations of self, students and a commitment to raising standards of achievement and attainment Flexible, adaptable and self motivated A genuine concern for the happiness and welfare of both students and staff Resilience Able to develop effective relationships with staff, students and parents/carers. Able to exercise discretion and judgement. Commitment to maintaining confidentiality at all times Ability to use your own initiative and work flexibly.