

HLTA

WALNUTS SCHOOL

Executive Headteacher: Mr J Budd

WALNUTS SCHOOL | Admiral Drive, Hazeley, Milton Keynes MK8 0PU



Job Description

Purpose of job

To work with teachers to plan, organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals and groups under the direction and supervision of a qualified teacher. Level 4 roles will also be required to provide short-term cover supervision to whole classes on a scheduled and unscheduled basis. TA Level 4 post holders take responsibility for the management of Teaching Assistants and other classroom support staff across the school and the development of a specialist area.

Key Objectives

1	To complement the professional work of Teachers/ Head teacher by leading and delivering learning objectives to children and young people as directed
2	Plan and deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
3	Manage the work and development of other support staff
4	Undertake at least one of the following: <i>Note: * "specialist" requires the TA to have gained recognised expertise in relation to one or more of the specialisms through long-term, dedicated training and significant targeted practical experience.</i> <ul style="list-style-type: none"> • provide specialist* support to pupils with learning, behavioural, communication, social, sensory or physical difficulties • provide specialist* support to pupils where English is not their first language • provide specialist* support to gifted and talented pupils • provide specialist* support to all pupils in a particular learning area
5	Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations as well as develop and implement IEPs
6	Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.
7	Support pupils in social and emotional well-being, reporting problems to the teacher, as appropriate
8	Supervise individuals and groups of pupils throughout the day, including supervisions in the classroom, playground and dining areas
9	Escort and supervise pupils on educational and out of school activities
10	Level 4 duties may be considered to include any individual tasks listed at Level 1, 2 or 3 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Under the guidance of the Head of Department, manage the work of Teaching Assistants in the designated classes by managing temporary absences, dealing with escalated administrative issues, providing feedback on performance and development as required and other appropriate supervisory duties.
- Work with pupils not working to the normal timetable
- Assess, record and report on development, progress and attainment
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions

- **Behaviour & Stress HLTA:** Under the guidance and direction of the Behaviour & Stress Lead, lead the Behaviour & Stress TAs for the department, complete wellbeing and targeted behaviour & stress interventions, respond to challenging situations as called on the radio, cover teaching if required

- **Department HLTA:** Under the guidance and direction of the Planning Group Leader, take responsibility for the delivery of interventions, complete PPA cover, through identified lessons and ad hoc cover as required, lead TAs in learning activities

- **Lead Teaching Assistant:**
 - Under the guidance and direction of the Head of School and Campus Leaders, deployment of TAs to ensure adequate cover in all classes, complete PPA cover, through identified lessons and ad hoc cover as required, lead TAs in learning activities, duty rotas for breaks, lunchtimes and buses
 - Monitor and advise of personal development and performance management of TAs
 - Complete induction, tackle any underperformance, mentoring and coaching
 - Elicit and share the TA voice
 - Support the Headteacher in the strategy for teaching and learning support staff, including, evaluation, recruitment, deployment and improvement (both effectiveness of TAs and the use of TAs)

Work Profile

- Liaise with other staff and other relevant professionals and provide information about pupils as appropriate
- Invigilate exams and tests
- Attend to pupil's personal needs and implement related personal programmes, including social, special medical needs, physical hygiene and welfare matters with appropriate training/support
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings, including Middle Leaders, Team Leaders meetings
- To maintain confidentiality

Person Specification

Skills and Knowledge		Level			Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	HLTA qualification or equivalent	X			A
Skills / Experience	Specialist skills in one or more curriculum or learning area	X			A
	Experience in managing the work of others		X		A
Competencies		Level			Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	
Planning and organising work	Ability to plan and deliver designated learning programmes and strategies in conjunction with class teacher(s)	X			I,R
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			I,R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X			I,R
Using initiative	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities		X		I,R
Working independently	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X			I,R
Managing people	Managing Teaching Assistants and other support staff.	X			I,R
Managing resources	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X			I,R
	Managing information resources in relation to pupils and TA staff		X		I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I,R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I,R

How to apply

To apply for this post, please complete the Milton Keynes application form and write a letter supporting your application.

Please note that the application form must be completed in full and signed. It is not sufficient to substitute a CV for all or any part of the form.

Please speak to Lisa Munro, Head of School, for clarification of any matters in this booklet or if you have queries on how to complete the application form, please speak to Jo Cooper, Business Manager.

Deadline for Applications: 16 October 2018

Interview: Tuesday 6 & Wednesday 7 November 2018

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Child Protection

The Walnuts School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.