

## **Cloughwood Academy Higher Level Teaching Assistant Job Description**

**PayScale: PayScale: NJC Grade 7, SCP 18 – SCP 23 (£27344 -£30151) pro-rata**

### **Main Purpose of Role**

Your aim is to support pupils to celebrate their strengths and learn to develop strategies to promote independent living for adulthood and to have the skill set to access employment and education beyond the school.

You will closely support pupils' academic and pastoral outcomes on Educational Health Care Plans (EHCPs) offering specialised academic tuition to students as well as structured therapeutic interventions to develop language, social interaction, and emotional regulation skills.

You will use your exceptional knowledge of the needs of students with varying social, emotional and mental health needs, to ensure they receive provision in line with their EHCPs.

The ideal candidate will be confident, enthusiastic, have excellent English skills (clear written and spoken English) and proficient reading, writing and numeracy skills, along with the ability to build good & trusting working relationships with children, teachers, parents, and carers.

### **Main Areas of Responsibility:**

As a Higher-Level Teaching Assistant, your areas of responsibility will include:

- Taking responsibility for agreed activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes, as well as monitoring children and assessing, recording, and reporting on children's achievement, progress, and development.
- The management and development of teaching within the academy and/or management of other teaching assistants including allocation and monitoring of work, appraisal, and training.
- Taking a lead role within the academy to address the needs of students who need particular help to overcome barriers to learning.
- Providing support for students, the teacher and the academy in order to raise standards of achievement for all students, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing, and managing classes.
- Encouraging students to become independent learners, providing support for their welfare, and supporting the inclusion of students in all aspects of academy life.

## **Qualifications & Experience:**

We would like to hear from you if you have:

- Qualifications to GCSE (or equivalent) in English and Maths at Grade C/4 or higher.
- NVQ Level 3, or equivalent.
- Good knowledge of a range of learning barriers including special needs.
- Experience of contributing to and assessing of provision for children with a range of needs.
- Knowledge of some of the social issues facing students from disadvantaged backgrounds.
- At least two years' school-based experience as a TA, or equivalent.

## **Health & Safety**

- The post holder has a duty to comply with the requirements of the Health and Safety at Work and safe working practices.
- Ability to maintain appropriate levels of security in all working areas.

## **GDPR**

- The post holder is required to comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

## **You will:**

- Want purpose in your work life and want to make a difference in the community.
- Have a passion for supporting all pupils with additional educational needs and be motivated by the particular challenge that holds.
- Be able to work collaboratively to secure the best outcomes for your pupils.
- Relish the opportunity to have an impact on children with complex social and emotional needs.
- Possess the ability to promote positive behaviour in a nurturing environment.
- Be passionate about supporting SEND pupils towards their exit point.
- Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself.
- Establish brilliant relationships with pupils, staff, parents, carers, and other professionals.
- Have a happy and positive attitude to the work you undertake.

## **We offer:**

- Extensive CPD training which provides a range of tailored and bespoke CPD opportunities.
- A well-resourced and enjoyable working environment.
- A supportive leadership team who are engaged in your professional development and success.
- Well-being and medical support.
- A generous pension scheme.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Kaleidoscope Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.