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CLAREGATE PRIMARY SCHOOL

Job Description

Higher Level Teaching Assistant (Teaching & Learning)
(Grade 5) Point 12 to 16 (correct at the time of advertisement)

30 hours per week term time only.

Directly Responsible to

Phase Leader(s), Deputy Headteacher and Headteacher.

Particular Duties & Responsibilities

Working under guidance/ supervision, enabling/ delivering learning activities;

- a) Involved in whole planning cycle.
 - b) Implement learning activities.
 - c) Assessment, evaluation and record keeping.
 - d) Cover supervision as appropriate.
 - e) Specialist SEN/ subject/other support for areas of learning.
 - f) Support welfare/ personal care needs.
 - g) Establish & maintain a partnership with parents/ carers and outside agencies.
 - h) Administering medication and implementing personal care plans.
- Working under an agreed system of supervision/ management in delivering learning activities.
 - Lead the planning cycle under supervision.
 - Lead small intervention groups.
 - Management of staff/ adults.
 - To share the duties of care, with teachers, throughout the school day (collective responsibility for playground duty, early morning duty, care of sick children and those suffering minor injury).
 - To assist with display work in order to improve the learning environment and stimulate the children.
 - To take responsibility for the administering of medication to children and personal care including diabetes, asthma and a range of needs that may arise.
 - To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grade of the post.
 - To work under the reasonable direction of the Headteacher.
 - To attend appropriate, and mutually agreed, training and staff meetings.

This Job Description will be reviewed at regular, mutually agreed, intervals in consultation with the Headteacher and Governors according to the changing needs of the school as outlined in the current School Development Plan.

Signed:		
Higher Level Teaching Assistant		Date
Headteacher		Date
Chair of Governors		Date

Qualifications for the post;

1. HLTA accreditation or equivalent.

The holder of this post must comply with the City of Wolverhampton's Health and Safety Policy and Equal Opportunities Policy.
The City has a no smoking policy for all its workplaces.

Higher Level Teaching Assistant – Person Specification

Essential	Desirable	How Identified
Accredited Higher Level Teaching Assistant Status or equivalent.	Experience working as a cover supervisor.	Application form / References.
At least 2 years experience working as NNEB / level 3 Teaching Assistant or higher.	Good track record of exemplary work with children. Experience working within Key Stage 2	Application form/ References.
	Higher qualification in childcare or teaching such as child development QTS or Early Childhood Studies.	Application form.
Willingness to supervise learning in whole class and group situations.	Proven experience supervising learning in whole class and group situations in both Key Stage 1 and 2	Application form / References.
Good understanding of how to build good relationships and good discipline.	Good track record of successful cover supervision with good discipline.	Interview / references.
Enhanced DBS clearance on appointment.	Existing enhanced DBS clearance. References showing unreserved recommendation.	Application form and documentary evidence at interview.
Willingness to engage in professional development.	Record showing a willingness to participate in professional development and seek out opportunities for own development.	Application form.
Willingness to assist in assessing pupils work or attainment.	Proven experience in assessing pupils work or attainment.	References / Application form.
Willingness to contribute to the development and delivery of Individual Education Plans.	Experience in writing individual plans and delivering intervention and monitoring impact.	References / Application form.
Willingness to work as part of a team.	Proven record of teamwork and working alongside class teachers.	Application form and References.
Detailed knowledge of effective practice in the curriculum for either KS2	Excellent knowledge of KS2, effective practice and current initiatives.	Interview.
	Good knowledge of research and development in pedagogy.	Interview.
Ability to deliver small group phonics lessons / reading interventions	Training in Read Write Inc phonics programme and how this can be delivered.	Application form and Interview.
Willingness to administer	Paediatric First Aid qualification.	Application form.

medication / personal care across the school including personal care plans for more complex medical needs.	First aid at work qualification. Training or experience in complex medical needs e.g. insulin injections.	
Knowledge of the national curriculum and non-statutory guidance.	Detailed knowledge of the National Curriculum.	Interview.
Ability to keep children safe and follow DfE and local guidelines on this.	Exemplary record in this.	Application form / Interview / References.
Ability to follow school Health and Safety policy and procedures.	Good understanding and knowledge of school-based Health and Safety procedures.	Interview.
Willingness to follow school policies and aims and objectives.		Interview / References.
Ability to work on own initiative.	Ability to work within a framework of supervision.	Interview / References.
	Strengths interests and personal qualities that could be used to the benefit of children.	Interview / Personal statement.

School Governors will assess each candidate at a shortlisting meeting looking for evidence against the set criteria. Candidates should specify issues that may help us to fulfill this in their personal statement.

The school may ask questions at interview to probe anomalies or clarify information. This is a normal part of the selection process.

An internet search will be conducted of all candidates who are short listed for interview.

It must be understood by the candidate that people who do not meet essential criteria will not be taken forward to interview. An important part of this is that candidates must be in possession of an assessment of HLTA standards as laid down by TDA.

It is part of all support staff roles to administrate medication and attend to pupil's medical needs across the school. This may involve administering medication including injections or personal care plans. Full training and initial supervision will be given for this role.

Claregate Primary School and Job Details

Claregate is a two-form intake Primary School with approximately 440 children including a Nursery. We are situated in a pleasant and popular residential area of Wolverhampton. The school is a caring place to work, with good interpersonal communication, happy children and supportive parents.

The site consists of three separate blocks - two new and one which is an older two story building. There are pleasant playing fields and recreational facilities around the school. Our Safeguarding Policy is on our website and should be read.

Our mission is providing a safe environment for children where their welfare is paramount and the school will follow the most rigorous recruitment process with regards to safeguarding. This will require identity check e.g. passport / driving licence / birth certificate and we will need to see a current utility bill to prove home address. Incomplete application forms will be not be considered and the candidate will not be shortlisted.

If candidates need help to fill in the form or have specific questions, please contact the Headteacher at the school. We can make reasonable adjustments to make it more accessible for people with disabilities.

This post is for a Higher Level Teaching Assistant working in Year 4. The post will involve cover supervision – covering both PPA and Management Time and also some first day sickness absence cover. The position will also involve group work and individual pupil support. Liaison with the class teachers is therefore an important part of the job.

It will be part of the job to administrate medication and attend to pupils' medical needs across the school. This may involve administering medication including injections or personal care plans. Full training and initial supervision will be given for this role.

The successful candidate will be line managed on a day-to-day basis by the Deputy Headteacher in conjunction with Phase Leaders.

A Job Description and Person Specification is attached.

On the day of the interview it will be necessary for all candidates to :-

- Provide proof of identity i.e. birth certificate, driving licence or passport, along with a current utility bill
- Provide proof of qualification relevant to the post

It will be necessary for the successful candidate to :-

- Complete a Disclosure and Barring check
- Complete a Medical Declaration Form

Any job offer is subject to a satisfactory enhanced DBS check to be received by the school. This may lead to delay in the candidate being able to start work or have unsupervised access

to children. This is because the school has no influence over the speed of application processing.

Candidates also need to know that written references will be required and referees will be contacted to verify their authenticity. Candidates should tell the person giving the reference that this may happen. One reference should be from your current or last employer and if you have worked with children previously we require an additional reference from this person N.B. the Local Authority application form does not state this and this is an additional requirement for this post. Relatives and friends should not be used as referees. References will be taken before interview and referees will be given the Job Description and the Person Specification. The interview may include questions to clarify issues brought up from this. Internal candidates are also required to provide references. If a referee refuses or does not provide a reference we will ask you to identify another one.

The school will respect periods of notice necessary to terminate employment elsewhere.

The deadline for applications is final and short-listing will be done immediately after the closing deadline above. Applications **received** after this date and time will not be considered regardless of when you sent it. It would be wise to check that your application has been received. Completed forms should be addressed to Mr M Murphy, Headteacher at the school.

Due to the number of applications that we receive for support staff roles we cannot personally contact everyone who is not shortlisted, so if you have not been contacted a few days after the deadline assume you have not been shortlisted. If you do want feedback on your application please telephone the school personally, we would be happy to help and give you pointers for the future.