



Preston Primary School

**Laurel Road
Eaglescliffe
TS16 0BE
Tel 01642 784732**



**Teaching Assistant Level 4: HLTA
Grade 1 SCP 19-22 (£18,869 - £20,024)
Term Time + 5 Additional Days
30 hours per week permanent
Required 1st September 2022**

At Preston Primary School, everything we do is centered entirely on our pupils. We create educational opportunities and experiences that inspire and excite our children. Our staff are dedicated, highly skilled professionals who go above and beyond to create the education our children deserve.

We believe that:

Educating the minds without educating the heart, is no education at all.

We are looking to recruit an excellent, suitably qualified, enthusiastic and highly motivated Teaching Assistant to take a leading role within our inclusive and aspirational school. You would be part of our wider family of schools within Lingfield Education Trust and have access to career development that comes from this.

The successful applicant must demonstrate:

- Current experience of planning and delivering lessons across the primary age range
- Ability to lead and organise support staff
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum knowledge, particularly KS2
- A willingness to 'go the extra mile' to meet the needs of all children

Closing date: Friday 8th July 9am

Shortlisting: Friday 8th July – notification by email

Interviews: Tuesday 12th July

Application forms are available from the school website www.prestonprimary.co.uk and can be returned to enquiries@prestonprimary.co.uk

Preston Primary School is part of the Lingfield Education Trust. We are committed to the safeguarding of all children and rigorous child protection procedures are in place to which all staff must adhere. All posts are subject to enhanced DBS clearance.



**Preston Primary School
JOB DESCRIPTION**



POST TITLE :

HLTA

GRADE :

**Grade I SCP 19-22 (30 hours)
TTO plus 5 additional days**

REPORTING RELATIONSHIP

HLTA will be a member of the support staff team and report to the Head of School and Executive Head

JOB PURPOSE :

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve a level of planning, organisation, preparation and delivery of learning activities

In addition to the main duties and responsibilities, the post holder, supported by the leadership team , will be required to:

- Under the guidance and supervision of the leadership team be the lead TA within Key Stage TWO
- Under the guidance of the Key Stage Coordinator, plan, deliver and assess learning activities as part of a general school timetable
- Under the guidance of the Key Stage Coordinator, plan, deliver and assess learning activities to cover short term absences of colleagues

MAIN DUTIES/RESPONSIBILITIES

Under the guidance and supervision of the Key Stage Coordinator, the post holder will (to a level reflected by the grade of the post):

Support the Pupil by:

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations;
3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs;
4. Promote independence and employ strategies to recognise and reward achievement of self-reliance;
5. Develop and implement SEND Support Plans / EHCP working documents;



6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Provide feedback to pupils in relation to progress and achievement.
8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs;
9. Deliver learning strategies e.g. English, maths, speaking & listening, PSHCE, phonics and make effective use of opportunities provided by other learning activities to support the development of pupils' skills;
10. Use I.T. effectively to support learning activities and develop pupils' competence and independence in its use.
11. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
12. Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support the Leadership Team by:

1. Assisting in the planning and delivery of learning for individuals and groups of children. These programmes may be delivered in an unsupervised capacity.
2. Assisting in the smooth transition between educational phases.
3. Assist in organising and managing appropriate learning environment and resources.
4. Within an agreed system of supervision, plan challenging teaching and learning tasks. Discuss / evaluate and adjust lessons/work plans as appropriate.
5. Provide accurate feedback as required on pupil achievement, progress and other matters, providing appropriate evidence
6. Undertaking marking of pupils' work and work with Teacher to accurately record achievement/progress and contribute to raising achievement

Support the school by:

1. Being aware of the schools policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.



4. Being a member of a facilitation team
5. Participating in training and other learning activities and performance development as required.
6. Assisting with the supervision of pupils out of lesson times, including lunchtimes.
7. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
8. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
9. Carrying out your duties with full regard to the Trust Equality Policy and Inclusion Policy
10. Complying with Health and Safety policies and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Line management responsibilities, including:

1. Manage other teaching assistants / volunteers within the classroom
2. Liaise between Teacher and support staff within the Team
3. Hold Team Briefings in the absence of the Teacher and contribute to weekly Team meetings with Colleagues, including across other Inclusion Provisions.
4. Offer mentoring and support for other teaching assistants.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.



PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 4

| ESSENTIAL | | | | DESIRABLE | | |
|---------------------------------------|--------------|---|------------------|--------------|--|------------------|
| | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| Qualifications & Education | E1 | NVQ Level 3 for Teaching Assistants or equivalent child care related qualification | | D1 | | |
| | E2 | GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent | | | | |
| | E3 | Higher Level Teaching Assistant Status | | | | |
| Experience & Knowledge | E4 | At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment | | D2 | Qualified / Trained First Aider | |
| | | | | D3 | Experienced in the delivery of training / presentation to others | |
| | E5 | Experience of developing, implementing and evaluating IEPs | | | Experience of managing staff including their development, training and performance | |
| | | Experience and knowledge of learning strategies and adapting these to individual pupil needs | | D4 | BSL / braille trained or knowledge of differentiated approaches | |



| ESSENTIAL | | | | DESIRABLE | | |
|-----------|--------------|--|------------------|--------------|-----------|------------------|
| | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| | E6 | Understanding of classroom roles and responsibilities and Teaching Assistant's role | | | | |
| | E7 | Experience of working with wide range of children including those with specific statements | | | | |
| | E8 | Understanding of principals of child development and learning processes | | | | |
| | E9 | Experience of lesson / activity planning | | | | |
| | E10 | Experience of supervising whole classes and individual pupils for specific learning activities / lessons | | | | |
| | E11 | Experience of managing other members of staff | | | | |
| | E12 | Experienced in using ICT in learning activities and develop pupils' competence and independence in its | | | | |



| ESSENTIAL | | | | DESIRABLE | | |
|----------------------------|--------------|--|------------------|--------------|-----------|------------------|
| | Criteria No. | ATTRIBUTE use | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| <u>Skills</u> | E13 | Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development | | | | |
| | E14 | Ability to self evaluate learning needs and seek learning opportunities | | | | |
| | E15 | Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum | | | | |
| | E16 | Ability to work in a team and independently | | | | |
| Personal Attributes | E17 | Ability to promote fairness and a positive role model to pupils | | | | |



| ESSENTIAL | | | | DESIRABLE | | |
|-----------|---------------------|------------------|-------------------------|---------------------|------------------|-------------------------|
| | Criteria No. | <i>ATTRIBUTE</i> | Stage Identified | <i>Criteria No.</i> | <i>ATTRIBUTE</i> | Stage Identified |
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| Key – Stage identified | |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |