

Job Description

Role:	Higher Level Teaching Assistant (HLTA)	Salary Range:	3	Notice Period:	One Month
Line Manager:	Head of SENCO	Head of Faculty:			Business Manager

Role Purpose

The team purpose for all colleagues who work in the Emmaus Team is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of inclusivity.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Duties & Responsibilities

Support delivery of the SEND code of practise by:

- Complement the professional work of teachers and Speech and Language Therapists by taking responsibility for agreed learning activities. This will include planning, preparing and delivering activities for individuals or groups in the provision
- You will also be required to support the recording, reporting and assessment of students' progress and development.
- To support the development of other Teaching Assistants to ensure that a high-quality provision is consistently secured for all students.
- To liaise with the Head of Centre, teachers, parents and external agencies to ensure the Centre provides an excellent education for all students.
- To act as a key worker for a small group of students.
- Work with small groups of students or teaching a whole class, under the direction of the teacher.

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- Plan and deliver intervention activities under the direction of the teacher or external agencies, such as the Local Authority
- Support in the development of pupil profiles.
- Promote an ethos and culture that supports the school's ethos and SEN policy that promotes excellent outcomes for students with SEN or a disability
- Lead, manage and train Teaching Assistants.

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the school's processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalisation and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to DBS renewal requirements and respond to these requests in a timely manner
- Ensure annual safeguarding training

General

- To work as an effective member of the Emmaus team and to promote teamwork at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility

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- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day-to-day activities of the school

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the schools leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:** **Date:**