



Where Children Come First

Job Description & Person Specification **Higher Level Teaching Assistant**

We want to hear from you if you are a committed, highly motivated individual. You will join a successful school with outstanding outcomes and be supported by an experienced, skilled, and knowledgeable staff team.

The Grange is a large, very popular community primary school with a great reputation, very high expectations, and aspirations. We are well-resourced, forward-thinking and we all work hard to ensure that this is a place 'Where Children Come First'.

Candidates will need to demonstrate that they:

- Are an outstanding team member
- Have high levels of literacy and numeracy
- Have good organisational and communication skills
- Are Innovative, creative, enthusiastic – able to deliver results
- Have the ability and willingness to make a broader contribution to the life of The Grange
- Always show The Grange Way

A visit to our school to see us in action and to meet with the Head teacher will be most welcome.

Start Date: As soon as possible

Salary: Grade 8, pro rata

Contract: Permanent

Hours: 37.5 hours per week, 39 weeks per year

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

How to apply

Complete the Oxfordshire County Council application form and return to bursar.2058@grange.oxon.sch.uk by midday Monday 1st November. Applications will be sifted, and interviews conducted week commencing 8th November.

[Click here for Support Staff Application Form](#)

Postholder:	_____
Post Title:	Higher Level Teaching Assistant
School:	The Grange Community Primary School

Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

'The Grange Way'

'The Grange Way' is to be a set of only five 'child friendly' statements which are posted in classrooms, appear in the children's books and regularly feature in PSHE lessons and in assemblies.

I smile and say hello

I listen to learn

I care for everyone and everything

I keep healthy and have a positive attitude

I work hard and challenge myself

Health and Safety

You have a responsibility under Health & Safety legislation to ensure that you;

- Take reasonable care for your own health & safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health & safety
- Use work items provided for you correctly, in accordance with training and instruction given
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health & safety concerns to your manager as soon as practicable
- Complete risk assessments where appropriate and share with the staff involved and have it signed off by the Headteacher

Safeguarding

The Grange Community Primary School is committed to safeguarding children. All staff must be dedicated to ensuring the safety and well-being of children. The post-holder is responsible for ensuring that all child protection policies are adhered to, and concerns raised in accordance with these policies.

Job Overview

This job description should be read in conjunction with the current Green Book Pay and Conditions.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and other Senior Managers, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

To complement the professional work of teachers by taking responsibility for agreed learning 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 and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Teachers

Organise and manage appropriate learning environment and resources;

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Line management responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

Person Specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> • Has met all the professional standards for HLTA status • GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> • First Aid qualification
Experience	<ul style="list-style-type: none"> • Evidence of successfully working with all children in Primary School across all key stages 	
Skills and knowledge	<ul style="list-style-type: none"> • Be able to organise and implement planning for lessons • Flexibility to meet needs of school and in particular, children in school • Good communication and interpersonal skills • Ability to work in a team • Understanding of developmental and learning needs in children • ICT competency 	<ul style="list-style-type: none"> • Aware of Health and Safety issues • Knowledge of safeguarding procedures
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	<ul style="list-style-type: none"> • Able to self-evaluate learning needs and actively seek learning opportunities