

JOB DESCRIPTION

JOB TITLE:	HIGH LEVEL TEACHING ASSISTANT
DEPARTMENT:	EDUCATION
RESPONSIBLE TO:	THE HEAD OF SCHOOL /DEPUTY PRINCIPAL
SALARY :	£19,530- £20,222 (Dependent on qualifications and experience)
HOURS:	37.5 Hours per week, 42 Weeks per year

VISION AND VALUES

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition, Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To complement the professional work of the teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

MAJOR TASKS

- 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.
- Manage behaviour constructively in line with school policy
- Line management responsibilities- to line manage allocated Teaching Assistants

CONTACTS AND RELATIONSHIPS

Support for pupils

- Working with school leaders and the class teachers to assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning

- Working with school leaders and teachers to embed Steiner Insights and Practical Skills Therapeutic Education (PSTE) within its curriculum
- Working with class teachers to ensure that the planning takes account of where the children started, where they are currently and what they are going to do next
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Working with the class teachers to develop and implement ILPs
- 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, working with the school's assessment systems and evidencing processes

Support for teachers

- Have accountability to organise and manage an appropriate learning environment and resources in line with the school's aesthetics policies and taken from the insights of Rudolf Steiner (Training will be given).
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate, considering what the pupil knows, what they can currently do and what they are going to do next.
- 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 behaviour policy to anticipate and support positive behaviour 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.
- Support with the administration and assessment within qualifications (Functional Skills and OCNs)
- Working with the teacher in production of short-term planning and feeding into middle and long-term planning

CREAVTIVITY

Support for the curriculum

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the school

- Be aware that you are required to maintain confidentiality both during and after your employment with the school and should not under any circumstances disclose confidential information to any unauthorised third party.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision and purpose of the school within Ruskin Mill Trust
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend learning

DECISIONS

- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Assist in the development and implementation of appropriate behaviour management strategies and interventions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall work/aims of the school

MANAGEMENT AND SUPERVISION

- Under the supervisor of Deputy Principal and class teacher
- Work alongside a team of HLTAs

Supervision Received:

- Under direction of the Deputy Principal

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the supervision and appraisal of your own performance.
- Take responsibility for improving your own professional development by keeping abreast of current best practice and through appropriate professional development, responding to advice and feedback from colleagues. Keep abreast statutory frameworks which set out our professional duties and responsibilities and upskill the home team accordingly.
- Participate in arrangements for their own further training and professional development including (but not limited to) Safeguarding, Safer Recruitment, HR Policy, Reflective Supervision and CALM (behaviour management) training.
- Learn how to access a range of resource material to support your own and other's professional development and learning.

OTHER DUTIES

- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
- Maintain the highest standards of confidentiality and data protection in a discreet and professional manner
- Direct impact on improving learning outcomes for pupils
- A high percentage of the school's curriculum is based outside in the land at Sunfield. The land has been carefully designed to meet the needs of the children and young people and the school's curriculum.

SAFEGUARDING

- Support the Home management team to ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures

- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

High level Teaching Assistant

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Qualifications • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths 	<ul style="list-style-type: none"> • Specialist skills/training in the curriculum or learning area, e.g. bi-lingual, sign language, ICT
Experience/ Knowledge	
<ul style="list-style-type: none"> • Experience working with children with complex needs • Experience of whole class cover • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching 	<ul style="list-style-type: none"> • Experience and Understanding of the Steiner curriculum would be desirable, or a willingness to train
Skills and Abilities	
<ul style="list-style-type: none"> • Training in relevant learning strategies, e.g. literacy • Can use ICT effectively to support learning • Ability to organise, lead and motivate a team • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	
Personal style & behaviours	
<ul style="list-style-type: none"> • Ability to demonstrate patience, empathy and understanding in difficult situations • Self-motivated and committed to deliver a high standard of work • Demonstrate a positive attitude and can do approach 	
Other	

<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none">• Equality of opportunity• Promoting Sunfield Children's Home vision and values• High quality, stimulating learning environment• Relating positively to and showing respect for all members Sunfield and its wider community• Ongoing relevant professional self-development• Safeguarding and child protection	
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