

Higher Level Teaching Assistant

Salary / grade range	Level 7 scp 17-22 £30,060-£32,654 FTE 37 hours Term Time plus 5 days Actual Salary £26,161 - £28,418
Location	Co-op Academy Stoke on Trent
Reports to	Deputy Headteacher Curriculum & Innovation

Purpose of role:

The postholder implements and delivers lessons to students as directed, and to support a designated curriculum area as appropriate. You will provide cover support for colleagues on a planned or short term basis, support the overall progress and development of students as an HLTA and a tutor. You will also share and support the Academy's responsibility to provide and monitor opportunities for academic and personal growth.

Key accountabilities (and specific duties / responsibilities):

- To deliver an appropriate programme of teaching as directed in the absence of the classroom teacher.
- To deliver work that has been set by the classroom teacher, or subject leader.
- To plan appropriate interventions and resources.
- To report on the attendance of students using the agreed academy procedures.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching and learning experience of students.
- To incorporate independent learning and spiritual, moral, social and cultural education into the learning experience of the students.
- To ensure a high quality learning experience for students, which meets both internal and external quality standards.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To follow the Academy behaviour and learning policies

Safeguarding

- Contribute to an exceptional culture of safeguarding within the Academy.
- Ensure the Academy's policies and procedures are implemented fully.
- Be responsible for ensuring that concerns and disclosures are managed in line with established processes.
- Ensure CPOMS is used to record incidents.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> Grade C/4 or above in maths and English. Working towards HLTA qualification (or willing to undertake). 		A,I
Experience <ul style="list-style-type: none"> Knowledge and understanding of current teaching and learning developments. Understanding of the latest teaching and learning in the area of expertise. Ability to plan and resource medium and long-term schemes of work. Experience of delivering subjects to both Key Stages Three and Four. 		A,I A,I A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Understanding of barriers to attendance and behaviour. Knowledge of how to form effective relationships with hard to reach young people leading to improved behaviour, attendance and outcomes. Ability to motivate and engage others to deliver on common goals. Able to coach, mentor and support young people in challenging circumstances. 		A,I A,I A/I A/I
Personal Qualities <ul style="list-style-type: none"> Professional and committed to improving the life-chances of young people, including the most vulnerable. Committed to safeguarding young people. Resilient, hard working and dedicated. 		A,I A,I A/I

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.