



Job Description 2020

Higher Level Teaching Assistant

Pay level: Scale 6, Point 26-28

Hours of work: 33.30 hours a week 8.30 – 3.45 (8.30-4.30 2 Days a week.)

Purpose of Job

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 pupils achievement, progress and development.

MAIN DUTIES AND RESPONSIBILITIES

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
- 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 the Teacher

- 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.

LONDONSCHOOLS GOLD CLUB



- Work within an established behaviour policy to anticipate and manage behaviour constructively promoting self control and independence
- Support 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

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies, e.g. literacy, numeracy, early years, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Support the use of ICT in 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 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 ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required

Midday Meals Supervisor

- Supervise pupils at playtime and lunchtime, talking to them and playing with them as appropriate
- Supervise pupils while they are eating their lunch
- Take responsibility for the health and safety of pupils during playtime and lunchtime
- Help pupils to develop positive relationships with one another
- Take responsibility to ensure that pupils behave well at all times, in line with school policy and procedures
- Organise wet play activities as required

QUALIFICATIONS

LONDONSCHOOLS GOLD CLUB



Essential:

- Level 2 qualification or above in maths and English
- Safeguarding training
- Participation in development and training opportunities

KNOWLEDGE/SKILLS

- Effective use of ICT to support learning
- Use of other equipment technology, such as photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Good understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Good understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to pupils and adults
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

EXPERIENCE

- Working with or caring for pupils of relevant age in a school setting

Closing date for applications: Wednesday 14th October 2020 at 12.00 noon.

Shortlisting: Wednesday 14th October 2020 afternoon

Interview Date: Friday 16th October 2020.

Please find attached the job description and application form. Please forward your completed application forms to p.boreland@brookfield.camden.sch.uk

LONDONSCHOOLS GOLD CLUB



JOB APPLICATION FORM

Please complete in type or black ink and refer to guidance notes.

Confidential

Applicant or employee no :

Job reference no :

Post applied for :

Where did you see this post advertised? :

PART A PERSONAL DETAILS (use block letters)

Last Name

Daytime tel no :

First Name

Mobile tel no :

Title :

Home tel no :

Current Address :

Email address :

Are you applying for this post as a job share? :

YES

NO

Do you require a work permit (please refer to guidance notes)? :

YES

NO

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer : A part-time volunteer

Job title :

Basic salary :

Date started :

Until :

Brief description of duties :

From :
"mmyy"

To :
"mmyy"

FT/PT

Employer's name and address

Job title, brief description of duties and reason
for leaving

EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results
----------------------------------	------	---------------------

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date
---	------

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :

(Social Workers only) GSCC registration no :

PART D REFERENCES

Personal references will not be accepted

We will approach your last two employers, or your employers for the last five years (whichever is longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name Job title

Address

Email address

Telephone no

Fax no

Name

Job title

Address

Email address

Telephone no

Fax no

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying? :

YES

NO

If yes, please give brief details :

If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? :

YES

NO

If yes, please give brief details :

Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy? :

YES

NO

PART F CRIMINAL RECORDS DISCLOSURE

i) All applicants

All applicants for posts within the Council are required to disclose any **unspent** convictions.

ii) Applicants for posts that in the normal course of the post-holders duties have access to children, young persons and/or vulnerable adults

All applicants for posts in these categories are required to disclose **all convictions, caution, reprimands and final warnings, both spent and unspent** as such posts are exempt from the provision of the Rehabilitation of Offenders Act 1974. If you are offered a post in this category it will be on a conditional basis, subject to a satisfactory Criminal Records Bureau disclosure.

For all applicants, any criminal record information should be disclosed on a separate sheet and attached to your application form in a sealed envelope. Such information will be treated in the strictest confidence and only appropriate officers involved in your application process will be able to view this information.

Withholding criminal record information may lead to the withdrawal of an offer of employment, or if following appointment, to disciplinary action, which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment

Signed :

Date :

VALUING DIVERSITY IN EMPLOYMENT

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender? : Please tick (✓)

Male

Female

What is your date of birth?

Disability :

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?

Yes

No

What is your ethnic group? : Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White :

Albanian (excluding Kosovan)

Greek or Greek Cypriot

Kosovan

Turkish or Turkish Cypriot

White British

White Irish

Any other White background, please specify :

Mixed :

African and White

Asian and White

Caribbean and White

Any other Mixed background, please specify :

Asian :

Bangladeshi

Indian

Pakistani

Any other Asian background, please specify :

Black :

African Congolese

African Nigerian

African Somalian

Black Caribbean

Any other African background, please specify :

Any other Black background, please specify :

Chinese or other ethnic group :

Chinese

Any other group, please specify :

SAFEGUARDING POSITIONS – INFORMATION FOR APPLICANTS

This position is exempt from the Rehabilitation of offenders Act 1974, which means that all applicants must disclose all criminal convictions irrespective of whether they are spent or not. You must include details of the nature of the offence, the date of the offence and sentence.

Recruitment to this position is being undertaken under the Council's Safe Recruitment Policy. To ensure the safety of our vulnerable clients and customers we will take the utmost care throughout this recruitment process to examine, evaluate, and verify all information supplied to us by applicants. Providing false information is an offence and candidates who provide it will not be selected, may be dismissed and/or reported to the police. All successful candidates will be required to undertake an enhanced CRB check.

APPLICATION FORM

Please ensure your application completely covers your experience since leaving secondary education, worklessness and time spent outside the United Kingdom. Please mention the reason for leaving your previous employment and mention if your previous employment was on a full time or part time basis. We will ask for and verify any registration with professional bodies required for the position.

INTERVIEW

At interview you may be asked to elaborate further on any of the information provided on your application form especially time spent outside work, time spent abroad, reasons for leaving previous employment and any apparent discrepancies or gaps not accounted for.

We will ask you questions relating to your motivation for working with children or vulnerable adults, your values and ethics, and your understanding of safeguarding.

PRE EMPLOYMENT CHECKS (REFERENCES, CRB, MEDICAL)

We will approach your last two employers, including your current employer, or your employers for the last five years (whichever is the longer) for references. We may ask for your permission to approach your current employer or any of your previous employers at any time before short-listing takes place. We will undertake an enhanced CRB check for this position.

We will not let you commence until these checks, along with full medical clearance, are complete. We may also make enquiries to any of your previous employers to clarify or confirm information obtained at interview.

For candidates who have spent significant time outside the UK we will make every effort to validate the information supplied on the application form and will make enquiries with police forces abroad to establish any criminal history.

DECLARATION

I have read and am willing to apply for this position under the process outlined above. I am not disqualified from working with children or vulnerable adults and do not appear on any of the following lists:

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- information that is held under Section 142 of the Education Act 2002

Print Name :

Signature :