

Five Rivers Role Profile



Job Title	Higher Level Teaching Assistant
Division	Education
Responsible to	Teacher in Charge
Responsible for (if applicable)	N/A
Salary banding	

Overall Purpose/Aim:

Ensuring all children and young people within our care are secure and receiving the best possible educational provision and outcomes.

I) Position Summary:

- Working alongside the Teacher in Charge to support learning activities, helping plan lessons and preparing teaching material and resources
- Clear & effective teaching to secure pupil progress
- Assessing the development, progress and attainment of pupils
- Contributing to an integrated model of care
- Contributing to the school development plan
- Support pupils consistently whilst recognising and responding to their individual needs

II) Key Responsibilities

- To deliver learning activities to pupils, adjusting activities according to individual needs
- To work with students, understanding how to motivate and encourage them to achieve and develop
- To use of robust assessment processes for students
- Regular tracking and monitoring of pupil progress
- Openness to CPD to enable innovative working
- Working within the educational statutory framework
- To comply with and assist with the development of policies and procedures relating to child protection, health and safety and confidentiality
- To promote equal opportunities at all times
- To establish productive working relationships with pupils, acting as a role model
- To work collaboratively for the common good of Five Rivers and the school
- Upholding the vision of Five Rivers Child Care Ltd

III) Measures of performance

Customer

- Internal and external customer satisfaction and feedback
- Quality of educational provision that demonstrates pupil progress
- Ensuring that the educational needs of the pupils are met.

People

- Staff performance and competence.
- Retention of pupils
- Whole school well-being.

Process

- Teach the majority of lessons to a good or above standard(using Ofsted criteria)
- Follow all safeguarding procedures and policy at all times

Financial

- Use educational resources effectively and efficiently at all times
- Follow Five Rivers procedures for purchasing goods via Teacher in Charge.

IV) Knowledge and education:

- Understanding of National Curriculum framework
- Understanding of Differentiation
- To have achieved a good standard of education ideally to degree level
- Evidence of vocational education or experience relevant to the post

IV) Skills:

- Good Communication skills both written and oral
- Working collaboratively with multi-agencies
- Well organised and able to meet deadlines
- Ability to produce Schemes of Work
- Ability to produce robust, differentiated and rigorous lesson plans

It is the nature of work of Five Rivers that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Signed Date

(Job Holder)

Signed Date

(Line Manager)

This next section refers to the recruitment criteria for the role. They can be noted as essential, as in mandatory, or desirable.

**FIVE RIVERS HOME SERVICE
PERSON SPECIFICATION - ROLE**



Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise **T**
 Assessed by Documentary Evidence **D**

	Essential	Desirable	A	I	T	D
Education/ Qualifications						
• Good standard of education ideally to degree level	X					
Experience/ Training						
• Vocational education or experience relevant to the post	X					
Knowledge						
• Understanding of National Curriculum framework	X					
• Understanding of Differentiation		X				
Personal Qualities						
• Adaptability	X					
• Communication skills	X					
• Working together		X				
• Stress tolerance	X					
• Integrity	X					
• Resilience	X					
Skills						
• Well-developed written and verbal communication	X					
• Production of Schemes of work		X				
• Production of lesson plans	X					
• Analytical (transforming knowledge into practice)		X				
• Time management	X					
• Delivering lessons	X					
• Computer literacy	X					
Behaviours						
• Excellent relationship building skills		X				
• Customer Service	X					
• Delivering Results	X					
• Working Together	X					
• Respectful Communication	X					
• Problem Assessment		X				
• Positive Influencing	X					
• Resource Planning		X				
• Developing Others	X					

