



St Aidan's Catholic Primary Academy



Job description: Higher Learning Support staff

Job details

Job title: Higher Learning support staff

Reporting to: Inclusion Lead/Head teacher

Role:

The HLSS will:

- Work with class teachers to support the learning, attainment and progress of all pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Support the emotional well-being of all pupils.
- Safeguard all pupils in your care.
- Support, respect and promote the Catholic ethos of the school.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

Duties and responsibilities:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and communicate observations on to the class teacher
- Promote and support safeguarding at all times and follow the safeguarding policy.
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher/line manager.
- Work effectively in a team with other colleagues.
- To cover and lead class teaching as and when appropriate.
- Direct the work, where relevant, of other adults in supporting learning.
- To support assessment of the pupils with the class teacher.
- Communicate with the class teacher regarding planning and assessment.

Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom and resources for lessons
- Communicate regularly regarding planning and assessment with the class teacher and other relevant colleagues.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values, vision and mission statement.
- Make a positive contribution to the wider life and ethos of the school
- It is expected that as a practising Catholic you will promote the Catholic ethos, distinctive nature and philosophies of our school ensuring they are maintained and nurtured.
- It is expected that as a Non-Catholic you will respect and support the Catholic ethos and carry out all the duties laid out in our mission statement and the teachings of Christ.

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Report any hazards or safety concerns to the Caretaker or Business manager.

Professional development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The staff member will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the staff will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

This Job description works in line with school policies, safeguarding policy and Keeping children Safe in Education document.

Person specification:

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
Qualifications and experience	<u>ESSENTIAL:</u> ➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) ➤ GCSEs at grades 9 to 4 (A* to C) including English and maths ➤ Experience of working with children in educational settings. ➤ Experience of planning and leading teaching and learning activities (under supervision)

Skills and knowledge	➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context ➤ Understanding of effective teaching methods ➤ Knowledge of how to successfully lead learning activities for a group or class of children ➤ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support ➤ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality

Notes:

This job description may be amended at any time in consultation with the post holder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____