

JOB DESCRIPTION

POSITION	Higher Level Teaching Assistant
SALARY	£25,601.96 to £27,103.92
HOURS	40 hours per week
FULL TIME EQUIVALENT	39 weeks TTO
CONTRACT TYPE	Permanent
RESPONSIBLE TO	SENCO
LOCATION	MVPA /MCA
KEY WORKING RELATIONSHIPS	Teaching staff SENCO Teaching Assistants

Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Park Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

Mossbourne Victoria Park Academy (MVPA)

At MVPA we continue to build on the Federation’s ethos of exceptional education for all our pupils. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all pupils can fulfil their true potential. The Curriculum Support Department (CSD) is supported by specialist staff as well as classroom based TAS. To support students’ diverse needs, we offer an extensive range of interventions and work closely with the pastoral and curriculum teams to ensure that each student is able to reach their potential.

If you want to be part of the team that is improving the future of our students, then read on!

Mossbourne Community Academy (MCA)

MCA is the Federation’s flagship academy built on high expectations and doing right by the pupils in our care, in order for them to succeed. MCA has changed the face of education in Hackney and raised educational expectations to the highest level; we have achieved National recognition for setting a new benchmark for non-selective comprehensive education. All pupils are encouraged to achieve their true potential. With outstanding GCSE and A-level results, year on year, MCA is placed within the top 1% of schools in the country.

Job Summary

To perform a key role in supporting children's learning in all its aspects. To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Monitoring pupils and assessing, recording and reporting on pupil's achievements, progress and development as agreed with the teacher. Planning, preparing and delivering activities for individuals/groups or whole classes as PPA cover or occasionally for short term absence cover.

Duties and Responsibilities

- Provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils by utilising advanced level of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
- Evaluate and adjust work plans as appropriate to meet pupil needs
- Organise and manage an appropriate learning environment using teaching and learning objectives to plan challenging lessons/work plans as appropriate, under agreed systems of supervision, to ensure pupils development, progress and attainment.
- Supervise classes/pupils while carrying out pre-prepared work and work that has been set in accordance with school policies, including PPA cover and teacher absence
- Monitor, evaluate and provide accurate reports of pupil progress either verbally or in writing
- Establish productive working relationships with pupils, acting as a role model and setting high expectations at all times
- Work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources
- Promote the inclusion and acceptance of all pupils
- Follow all federation policies and procedures, in particular related to health and safety, child protection, behaviour management, inclusion, equality and data protection. Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy's policy;
- Participate as required in the Federation's performance management process and take part in appropriate training and development activities including a First Aid Certificate.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team.
- Any other duties commensurate to the level of the post



M O S S B O U R N E

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
D	<ul style="list-style-type: none"> Experience of working with students with complex and special needs 	✓	✓	
D	<ul style="list-style-type: none"> Experience of support work in an inner-city, multicultural academy 	✓	✓	
E	<ul style="list-style-type: none"> Experience of working on a one to one basis with children with specific needs under the direction of qualified teachers 	✓	✓	
E	<ul style="list-style-type: none"> Experience of helping to deliver teaching programmes to small groups of children under the direction of qualified teachers 	✓	✓	
E	<ul style="list-style-type: none"> Experience of monitoring students achievement and progress 	✓	✓	
E	<ul style="list-style-type: none"> Knowledge, understanding and commitment to equal opportunities 	✓	✓	
E	<ul style="list-style-type: none"> Knowledge of strategies to support children with complex and special educational needs 	✓	✓	
E	<ul style="list-style-type: none"> Knowledge of strategies to engage reluctant or underachieving learners with the ability to work with teachers and identify and respond to students needs 	✓	✓	
E	<ul style="list-style-type: none"> Demonstrable understanding of the National Curriculum 	✓		✓
E	<ul style="list-style-type: none"> Ability to use classroom materials and equipment including information and communication technology (ICT) 	✓	✓	✓
E	<ul style="list-style-type: none"> An awareness of strategies for managing students with challenging behaviour 	✓	✓	
Qualifications				
E	<ul style="list-style-type: none"> A recognised qualification in child development/Early Years/Special Education Needs 		✓	
E	<ul style="list-style-type: none"> Level 2 English and maths 		✓	
D	<ul style="list-style-type: none"> To hold a recognised qualification in First Aid 		✓	



**M O S S B O U R N E
F E D E R A T I O N**

IT knowledge				
D	<ul style="list-style-type: none"> Good knowledge of Microsoft (Word, Excel, Outlook, Publisher, Power Point) 		✓	
Behavioural Competencies				
E	<ul style="list-style-type: none"> To be able to demonstrate good literacy and numeracy 		✓	
E	<ul style="list-style-type: none"> Excellent communication, planning and organisational skills 		✓	✓
E	<ul style="list-style-type: none"> Ability to use initiatives under direction of Leader of Learning and/or class teacher 	✓	✓	
E	<ul style="list-style-type: none"> Ability to develop and maintain good working relationships with the whole academy community and to work as part of a team 	✓	✓	
E	<ul style="list-style-type: none"> Ability to be flexible and positive 	✓		
E	<ul style="list-style-type: none"> Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation 	✓	✓	
E	<ul style="list-style-type: none"> Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour 	✓		
Applicable to all staff				
E	Undertake training as required in order to fulfil the requirements of the role	✓	✓	
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	
E	Recognise your role as part of the succession of Mossbourne	✓	✓	
E	Play an active role in terms of safeguarding all students and adults	✓	✓	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a



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F E D E R A T I O N

Comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.

CEO Signature:

I confirm I understand and accept the duties and responsibilities associated with this role:

Employee Name:

Employee Signature:

Date: