



3 Binham Road  
Edgerton  
Huddersfield  
West Yorkshire  
HD2 2AP

*Head Teacher: Mr Euan Burton-Smith*

08 July 2020

Dear Prospective Candidate,

First and foremost, the Team at The Mount School hope you, your family and friends are and well during this unprecedented time. In preparation for September 2020, we are seeking a talented and creative HLTA to help support our children from EYFS up to and including KS2. You will be primarily based in the FVI classroom but will be expected to carry out PPA relief across the school. A high subject knowledge and understanding of KS2 expectations would be advantageous. If you're an excellent practitioner and you're looking for a new challenge from September, then we would love to hear from you. This position is full-time from 8:30 am until 4:30 pm (40 hours per week).

The Mount School is a very special place indeed. We are an Independent School that provides a nurturing and challenging learning experience for all children where they feel safe, happy and ready to achieve their full potential. Our curriculum is designed to ensure that all children have a wide range of learning opportunities in and out of the classroom underpinned by a deep understanding of English and mathematical excellence.

At the Mount School we understand that each child is an individual and that each individual may need a different approach to succeed. All children are taught to be independent and interdependent learners that regularly work collaboratively. This collaboration is informed by choice, creativity and a deep understanding of effective critique.

All of our staff are dedicated professionals that have the highest of expectations. The learning opportunities that we provide are immersive, inspiring and reward curiosity. The reputation of the school is firmly built on the foundations of academic success in 11+ entrance exams.

All completed applications should be returned by Monday, 27<sup>th</sup> of July via email to: [ewan.burton-smith@themount.org.uk](mailto:ewan.burton-smith@themount.org.uk)

The provisional date for interview will be on Thursday, 30<sup>th</sup> July.

Yours faithfully,

Mr Euan Burton-Smith  
Head Teacher

## HIGHER LEVEL TEACHING ASSISTANT JOB SPECIFICATION

**JOB TITLE:** Higher Level Teaching Assistant

Salary Scale: £23,617 – £25,900 (including holiday pay)

### Main purpose

1. Work with class teachers to raise the learning and attainment of pupils
2. Promote pupils' independence, self-esteem and social inclusion
3. Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
4. To prepare and deliver learning activities for individuals, groups and whole classes.
5. To liaise with parents and carers.

### Duties and responsibilities

#### Teaching and learning:

1. 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).
2. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures.
4. Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
5. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
6. Observe pupil performance and pass observations on to the class teacher.
7. Supervise a class if the teacher is temporarily unavailable.
8. To work as PPA relief for class teachers.
9. Use ICT skills to advance pupils' learning.
10. Undertake any other relevant duties given by the class teacher.
11. To cover and lead class teaching (under supervision) as and when appropriate
12. Direct the work, where relevant, of other adults in supporting learning

### Planning:

1. 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
2. Read and understand lesson plans shared prior to lessons, if available
3. Prepare the classroom for lessons
4. Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
5. Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
6. Plan how they will support the inclusion of pupils in the learning activities

### Working with colleagues and other relevant professionals:

1. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
2. 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
3. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
4. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
5. Collaborate and work with colleagues and other relevant professionals within and beyond the school
6. Develop effective professional relationships with colleagues

### Whole-school organisation, strategy and development:

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
2. Make a positive contribution to the wider life and ethos of the school

### Health and safety:

1. 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
2. Look after children who are upset or have had accidents

Professional development:

1. 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
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
3. Take part in the school's appraisal procedures

Personal and professional conduct:

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

Higher Level Teaching Assistants will be required to safeguard and promote the welfare of children and young people and follow school policies.

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 Teaching Assistants will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or line manager.