

Job specification



Job title: Higher Level Teaching Assistant (HLTA)

Service: Ethnic Minority Achievement Service (EMAS)

Grade: G6

Reporting to: EMAS Coordinator

Your job

You will work at various schools throughout the borough.

You will implement local and national learning strategies, for example, literacy, numeracy, primary, secondary and early years and will teach English to individual or small groups of children from ethnic minorities including those with a Gypsy Traveller background. You will work independently during school hours in a variety of year groups, planning and evaluating lessons, creating learning activities and liaising with class teachers to maximise learning achievement.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, and on an ongoing basis you will:

- Develop and implement Individual Action Plans through the planning, evaluation and adjustment of lesson plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Work multi- professionally, especially with members of the 0-19 pathway and other partner agencies.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, both verbal and written, as required, to school staff on pupil achievement, progress, behaviour and other matters, including safeguarding, ensuring the availability of appropriate evidence
- Administer assessments and routine tests as required, for example, the Northern Association of Support Services for Equality and Achievement (NASSEA) framework, to inform planning.
- Be responsible for keeping and updating records as agreed in line with EMAS policy, contributing to reviews of systems/records as requested
- Advise and liaise with school staff regarding the specific learning needs of pupils due to their ethnicity, language acquisition, or learning gaps.
- Be aware of the school's named person for Safeguarding and child protection issues
- Be aware of and support diversity and ensure all pupils, in particular children for whom English is an Additional Language, or those from Gypsy Roma Traveller heritage, have equal access to opportunities to learn and develop

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying and destroying information with retention schedules.

In this job you will need

You must be able to demonstrate the following essential requirements:-

- HLTA status
- Experience of working with ethnic minority children and/or families
- GCSE Grade C (or equivalent) Maths and English
- Can use ICT effectively to support learning
- Ability to identify own training and development needs and wiliness to undertake further learning
- Ability to relate well to children and adults and to communicate readily, both verbally and in writing, overcoming language barriers appropriately.
- Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.
- Knowledge of safeguarding policy and procedure
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional

- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough