



### **JOB DESCRIPTION**

Job Title:	<b>Higher Level Teaching Assistant / Learning Support Assistant (Specific focus in supporting students with their Numeracy)</b>
School:	<b>The Cornerstone Academy</b>
Responsible to:	<b>SENDCo/ Deputy SENDCo</b>
Responsible for:	<b>N/A</b>

### **Main Responsibilities and Duties**

To develop the students' ability and skills in numeracy to support students in accessing the maths and wider curriculum. To do this the successful candidate will undertake activities with either individuals or groups of students to ensure their development in numeracy. This will include working with the maths department to embed curriculum skills to those who require additional support.

Training can be provided to ensure a proven programme is being followed.

#### **Support the school by:**

- 1) Being aware of and working in accordance with the school's policies and procedures.
- 2) Respecting confidential issues linked to home, other students, staff, or the academy.

#### **Support personal development by:**

- 1) Participating in the school's appraisal and employee development procedures.
- 2) Attending relevant training and development opportunities as required by the Principal.
- 3) If not HLTA qualified, then willing to undertake this course.
- 4) Demonstrate a willingness to train in supporting students with numeracy needs and supporting them to overcome and develop strengths in these areas.

#### **Generally:**

- 1) Support the school's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise.

- 2) Retain the confidentiality of all aspects of school life.
- 3) Comply with all decisions, policies and standing orders of the school and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 4) Have a commitment to Child Safeguarding, to promoting the welfare of students and young people in accordance with the school's agreed procedure.

### **Supervision and Management of People**

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- 1) Experience of working with students in an educational setting is an advantage.
- 2) HLTA status is advantageous.
- 3) Demonstrate a willingness to train in supporting students with numeracy difficulties.
- 4) The post holder will require discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication.
- 5) An education standard equating to GCSE grade C in English, Mathematics and Science would be an advantage, together with a qualification relevant to supporting the learning process in schools.

### **Contacts and Relationships**

- 1) Regular contact with all staff and occasional contact with parents or carers to pass on and receive information, advice, guidance, suggestions and ideas.

### **Work Environment**

- 1) The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- 2) The post holder will be expected to support the behaviour of students in line with the schools behaviour policy.

Prepared by: The Cornerstone Academy  
Date: October 2023

## **PERSON SPECIFICATION**

Job Title:	<b>Learning Support Assistant</b>			
<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with students</li> <li>• Experience of working with students in an educational environment</li> <li>• Experience of working with students who have a variety of educational needs</li> <li>• Experience with delivering interventions to groups of young people that require specific support.</li> <li>• Experience in delivering interventions or supporting the maths/ numeracy curriculum.</li> </ul>	*  *	*  *  *  *	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• HLTA qualification</li> <li>• NVQ Level 2 or working towards</li> <li>• NVQ Level 3 or working towards</li> </ul>	*   *	*  *	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills</li> <li>• Ability to remain calm and make decisions whilst under pressure</li> <li>• Good organisational, planning, evaluation and monitoring skills</li> <li>• Ability to work under own initiative</li> <li>• Ability to respond sensitively and flexibly to competing demands from students</li> <li>• Ability to handle confidential information with discretion</li> <li>• Ability to support students with Special Educational Needs</li> <li>• Ability to lead groups of students, applying appropriate behaviour and learning strategies</li> </ul>	*  *  *  *  *  *		Application form Interview References

	<ul style="list-style-type: none"> <li>• Ability to lead whole classes (If HLTA)</li> <li>• Ability to keep accurate records of student's progress.</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the school's health and safety policy</li> <li>• Knowledge and understanding of the National Curriculum including and numeracy strategies</li> <li>• Understanding of lesson plans</li> <li>• Excellent knowledge of the five outcomes of Every Child Matters</li> <li>• Understanding of Individual Learning Plans</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of Child Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>	*	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• A commitment to developing students as independent learners</li> <li>• A commitment to developing yourself through continuing education and training</li> <li>• Enthusiasm and empathic</li> <li>• Proactive and a team player</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>		Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Inclusion and Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> </ul>		Application form Interview References DBS process

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed	
Print Name	

Dated	
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