



**Oakbridge CofE Primary School
Job Description**

JOB TITLE: Learning Mentor/ HLTA

POST:	Higher Level Teaching Assistant (HLTA)
GRADE:	Band F
RESPONSIBLE TO:	Executive Head Teacher / Lead Teacher/ SENDco
STAFF MANAGED:	None
JOB PURPOSE:	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.</p>
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour • Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs • Monitor, record and evaluate pupil responses to learning activities through a range of assessment and



	<p>monitoring strategies against pre-determined learning objectives</p> <ul style="list-style-type: none">• Interact with pupils in ways that support the development of their ability to think and learn, and work independently• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence• Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes• Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison• Encourage and motivate pupils to promote independence and resilience and increase self-esteem• Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.• Monitor, record and evaluate attendance and work with families to provide support and improve attendance• Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils• Provide supervision during breaks as required
Communication	<ul style="list-style-type: none">• Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links• Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils



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Sharing Information	<ul style="list-style-type: none">• Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence• Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality• Participate in staff meetings• Share information about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none">• Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence• Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate
Administration/Other	<ul style="list-style-type: none">• Organise and manage an appropriate learning environment and resources• Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements• Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning• Assist with administrative support e.g. dealing with correspondence, compilation/analysis, reporting on attendance, exclusions etc., making phone calls• Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations• Under the guidance and supervision of a class teacher be responsible for marking the register• Participate in training and appraisal
Data Protection	<ul style="list-style-type: none">• To comply with the Trust and school policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality



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Health & Safety	<ul style="list-style-type: none">• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure• Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none">• Promote inclusion and acceptance of all pupils• Ensure services are delivered in accordance with the aims of the equality Policy Statement• Develop own and team members understanding of equality issues
Flexibility	<ul style="list-style-type: none">• The Dales Academies Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures
Customer Service	<ul style="list-style-type: none">• Dales Academies Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The Trust requires that staff offer the best level of service to all stakeholders and behave in a way that gives them confidence. All stakeholders will be treated as individuals, with respect for their diversity, culture and values• Understand your own role and its limits, and the importance of providing care or support
Date of Issue:	28.5.24

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.



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JOB DESCRIPTION

POST:	After School Club Lead
GRADE:	Grade C
RESPONSIBLE TO:	Executive Head Teacher and Lead Teacher
STAFF MANAGED:	After School Club Assistants
JOB PURPOSE:	The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Take a lead role in running the club.
JOB CONTEXT:	<p>The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none">• Maintain a register of children• Prepare & provide a healthy snacks/refreshments to the children following food hygiene practices, and clean up afterwards• Prepare and set up room• Administer basic first aid as required• Undertake the personal care of children as required, including toileting, dressing, sickness• Ensure the children are supervised at all times• Contribute to the development of club policies, procedures, aims and objectives• Promote the club by creating promotional displays• Ensure the equipment is maintained and stored appropriately



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Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Promote healthy eating • Report on the progress of the club and any issues of concern to school leadership team
Partnership or Corporate Working	<ul style="list-style-type: none"> • Communicate with school staff, parents and children as appropriate
Resource management/ People Management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Responsible for the purchase of resources, including food/drink & equipment • Ensure the building is safe and secure for the children and young persons at all times • Encourage, lead and support a team of playworkers/assistants ensuring good performance as the school/club grows • Address performance or conduct issues promptly • Provide induction and training to new staff members
Systems and Information	<ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
Planning and Organising	<ul style="list-style-type: none"> • Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities • Monitor and evaluate the effectiveness of the club
Safeguarding	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of the children and young people • Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust and school policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment • Ensure the safety of all children in the event of a fire/drill or other emergency • Ensure all accidents and emergencies are dealt with according to the policy



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Equalities	<ul style="list-style-type: none">• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users
Flexibility	<ul style="list-style-type: none">• The Dales Academies Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures
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Date of Issue:	28.5.2024