



JOB DESCRIPTION and PERSON SPECIFICATION

Higher Level Teaching Assistant - Computing

Salary Scale: Hay Grade 6- 8

Hours: Term time only

Closing date: 31st October 2024

JOB DESCRIPTION

Responsible to: Headteacher

Line Manager: Computing Subject Lead

To obtain an application pack please email School Business Manager, Sam Hillier-sbm@hunnyhillschool.co.uk

Main Purpose of the Job

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals / groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of the Computing curriculum within the school.

General Responsibilities:

- To prepare, plan, deliver and assess a co-ordinated programme of computing to satisfy the KS1 and KS2 computing curriculum.
- Act as the school's E-Safety champion ensuring staff, pupils and parents are fully informed and aware of how to keep themselves and others safe in the digital world.
- Contribute to the broadening of the range of IT packages available for our pupils.
- Provide relevant pupil performance information and analysis of progress in computing to the Computing Subject Lead.
- Alongside the Computing Lead, evaluate the Computing Schemes of Work to ensure continuity and progression for all pupils.
- Ensure that all pupils have equal access to the computing curriculum.
- Manage resources efficiently within the subject area so that teaching and learning is effectively supported across the school.
- Liaise with and direct the work of the school's IT provider to ensure good maintenance and management of the school's IT resources, network and applications.
- To lead through example, providing a successful role model of good practice in the Computing Curriculum.
- Reflect on practice and effectiveness – identify areas for improvement and take appropriate action to further improve the quality of teaching and learning in computing.
- Provide example, coaching and training to help others become more effective in their use of IT when teaching.

Support for Pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils constantly whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for Teachers:

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons / activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess / mark tests and invigilate exams / tests.
- Production of lesson plans, worksheet, plans etc.

Whole School Ethos:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos / work / aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Ensure compliance by self and other with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with other agencies / professionals.
- Attend and participate in meetings as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of pupils, staff, and visitors (in accordance with appropriate health and safety legislation) at all times.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

Generic quality statement:

The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input into a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

PERSON SPECIFICATION

JOB TITLE: HLTA - Computing

GRADE: Hay Grade 8

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Substantial experience in a school environment working with a relevant age group.		A/I
E	Planning, preparing and delivering learning activities.		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
D	Working knowledge of National Curriculum		A/I
E	Sound knowledge of the numerous IT systems and packages		A/I
E	Very good oral and written communication skills		A
E	Ability to generate enthusiasm for the subject and for learning in general		I
E	Ability to exercise control in a classroom environment and encourage good behaviour		A/I
D	Knowledge of effective strategies to include and meet the needs of all pupils		I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Good interpersonal skills with the ability to motivate and enthuse others		A/I
E	Willingness to share expertise, skills and knowledge		A/I
E	To practice equal opportunities in all aspects of the role		A/I
E	To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of the post		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
E	NVQ Level 4 or equivalent		A
D	Relevant degree or diploma		A
E	English & Maths GCSE Grade C or above, or equivalent		A
E	Met HLTA standards		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Good communication & sound planning skills		A/I
E	Ability to manage own time effectively and demonstrate initiative including establishing priorities		A/I
E	High levels of initiative and self-motivation with a capacity for hard work		A/I
E	Good team player		A/I

	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	