



Job Description

HLTA English Teaching Assistant

Post Details

Post: HLTAKS23ENG

Salary: £24,496 FTE (£13.43 ph)

Location: Culham, Oxfordshire

Contract: Term Time only; Part-Time; 16.5 hours per week, some flexibility min 3 days pw

Commencing 1st September 2021

Reporting to: SENCO, TA manager, Deputy Heads of Primary

Europa School UK

The Europa School specialises in Languages and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. Our primary school follows a unique bilingual curriculum and in secondary our students follow the International Baccalaureate Middle Years and Diploma Programmes. We are an IB World School and an all-through free school of pupils aged 4 to 19.

Job Description

Delivery of literacy and maths interventions to small groups, including children with literacy difficulties/Dyslexia

To undertake all of the following

Planning

- Plan and prepare interventions with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.

Teaching and Learning

- Within an agreed system of supervision and within a predetermined lesson framework, teach small groups.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.



- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.

Other

- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Be aware of and support school policies and procedures.

PPA Cover

- To lead classes in Year 5 & 6 when their regular teacher is on PPA time with planning provided
- To teach specific curriculum material (e.g. science or IT) weekly



Knowledge

Person Specification

Experience and Skills	Desirable	Essential
Languages		English C1/2
Experience of working with Children		<input checked="" type="checkbox"/>
Teaching Experience	<input checked="" type="checkbox"/>	
Knowledge of Letters and Sounds Phonics and any English reading scheme experience, or Reading Recovery	<input checked="" type="checkbox"/>	
Knowledge of Numicon or similar maths interventions and an understanding of maths mastery - from concrete, through pictorial to abstract	<input checked="" type="checkbox"/>	
Good numeracy /literacy skills		<input checked="" type="checkbox"/>

Personal Attributes

- Flexibility
- Ability to relate well to children and adults and work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.