



## Job Description King's Academy Binfield Secondary

<b>Post Title:</b>	<b>High Level Teaching Assistant for Mosaic</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● Our new Mosaic HLTA will assist in planning and leading PSHE and Enrichment interventions for small groups of students, and support the SRP Manager with Mosaic related paperwork. They will also deliver a range of interventions both 1:1 and small groups depending on the needs of the young people.</li> <li>● Experience of working with students with SEND is essential. The HLTA will share the academy's vision and the belief that all young people can achieve. Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the wider life of King's Academy Binfield (KAB)</li> </ul>
<b>Responsible for:</b>	Supporting the Mosaic Manager with the provision of a full and inclusive learning experience that provides appropriate support for students with SEND across all phases of the Academy. Delivery and evaluation of assigned interventions. Liaising with other Mosaic staff and other staff within the academy. Contacting parents and external agencies. Offering both academic and pastoral support for those who access our Mosaic provision.
<b>Liaising with:</b>	Senior Leadership Team, SENDCOs, teaching/support staff; external agencies and parents.
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>● To plan, prepare and deliver small group and/or 1:1 support and interventions.</li> <li>● To establish supportive, caring and secure relationships with the students, promoting respect, self-esteem and a positive, inclusive whole academy ethos.</li> <li>● To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of students and respond to them effectively.</li> <li>● To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers.</li> <li>● To attend internal and external meetings as directed.</li> <li>● To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate.</li> <li>● To model and enforce excellent standards of behaviour within and beyond the Learning Support faculty.</li> <li>● Assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies for improving student health, safety and wellbeing</li> <li>● Contribute to whole school planning activities</li> <li>● To assist with general school duties. These may include:</li> </ul>

	<ul style="list-style-type: none"> <li>- Setting up classrooms, preparing resources and displays and tidying and clearing away</li> <li>- Supervision of students during break times and lunch times</li> <li>- Supervision of students entering and leaving school premises.</li> </ul>
<p><b><u>Staffing</u></b></p> <p><b>Staff Development:</b></p>	<ul style="list-style-type: none"> <li>● Take part in the academy's staff development programme by participating in arrangements for further training and professional development</li> <li>● Continue personal development in relevant areas</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>● To help to implement Academy quality assurance procedures and to adhere to those.</li> <li>● To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
	<ul style="list-style-type: none"> <li>● To review from time to time methods of teaching and programmes of work.</li> <li>● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> </ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"> <li>● To maintain appropriate records and to provide relevant accurate and up-to-date information for ARBOR, registers, Edukey etc.</li> <li>● To complete the relevant documentation to assist in the tracking of students.</li> <li>● To track student progress and use information to inform teaching and learning.</li> </ul>
<p><b>Communications and confidentiality</b></p>	<ul style="list-style-type: none"> <li>● To communicate effectively with the parents of students as appropriate.</li> <li>● Where appropriate, to communicate and cooperate with persons or bodies outside the Academy.</li> <li>● To follow agreed policies for communications in the Academy.</li> <li>● All matters relating to children's and families' health and personal affairs are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action, including dismissal, will be taken against any employee contravening this regulation. All staff are expected to respect the requirements under the Data Protection Act 2018, and its subsequent amendments.</li> </ul>
<p><b>Marketing and Liaison:</b></p>	<ul style="list-style-type: none"> <li>● To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.</li> <li>● To contribute to the development of effective subject links with external agencies.</li> </ul>

<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>● To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>● To assist the SRO manager to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>● To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>● To promote the general progress and well-being of individual students</li> <li>● Where required, to register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>● To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.</li> <li>● To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>● To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>● To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>● To undertake a designated programme of teaching</li> </ul>
	<ul style="list-style-type: none"> <li>● To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>● To prepare and update teaching materials.</li> <li>● To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. <ul style="list-style-type: none"> <li>● To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>● To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>● To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul> </li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>● Be fully committed to safeguarding and promoting the welfare of children</li> <li>● Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</li> <li>● To attend all Safeguarding and Child Protection statutory training as required</li> <li>● Adhere to Safeguarding policies and procedures and the Staff Code of Conduct, upholding professional standards at all times</li> <li>● Demonstrate empathy and kindness towards students and fellow staff</li> </ul>
<b>Other Specific Duties:</b>	

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the Academy.

Adhere to all Academy policies.

#### Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

#### Equity, Diversity & Inclusivity

Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this Academy.

**DATE: May 2026**