

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE: Higher Level Teaching Assistant

RESPONSIBLE TO: Assistant Headteacher

GRADE: F12-17

POSTHOLDER:

GENERAL RESPONSIBILITIES:

1. To assist teaching staff in implementing work programmes for pupils by supervision of whole classes and to ensure that there is a full understanding of the curriculum social environment process and practices pertinent to the children being worked with.
2. A knowledge of specific learning difficulties and pupil's specific learning programmes and activities is necessary when dealing with pupils in the school.
3. To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
4. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
5. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.
6. The responsibilities are such that the post holder would normally be expected to have completed the NNEB qualification for nursery nurses or equivalent such as NVQ level 3.

MAIN RESPONSIBILITIES:

1. To provide assistance to Teacher Tutors in the classroom;
 - By working with pupils on an individual or group basis.
 - By assisting in the preparation of specific areas of the curriculum.
 - By assisting in the planning, assessment and recording of educational activities.

- By assisting in the efficient preparation of classroom materials, resources and equipment.
 - By devising activities within the framework of the overall planning set by the teacher.
 - To utilise and engage in the use of ICT in helping deliver the curriculum to groups and individuals.
2. To carry out lesson teaching for a large group and then provide feedback to the teacher involved with that group. This may need an induction programme and training in particular curriculum areas or activities. Also an understanding of the general school curriculum, the environment, processes and practices and specific learning programmes and activities that may be supplemented by some short course training.
 3. To be responsible for the safety of children by exercising adequate control and supervision.
 4. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within school.
 5. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the school. This may include attending staff meetings and may also include contributing to a pupil's Annual Review in either written or verbal form.
 6. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
 7. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme.
 8. Perform any other tasks that the Head of School may reasonably request.
 9. To take part in the initial and advanced Norfolk Steps training and to ensure that this is updated on an annual basis as directed by the Head of School.
 10. To ensure that the advanced skills in behaviour management are constantly revisited so that staff are able to work individually with pupils who exhibit high levels of disturbance.
 11. To continually work to progress staff skills in line with the school's

specialist status for behaviour to enable staff to work on outreach pupils with partner schools.

12. To coordinate with teachers display work for classrooms and corridors once completed by pupils.

13. To work with partner schools on integration projects or outreach projects in line with the school's behaviour status, aims and objectives.

SPECIFIC RESPONSIBILITIES:

1. To be the line manager for teaching assistants in the Academy.
2. To carry all tasks relating the role of a line manager including appraisal, probation meetings and supervision
3. To work with other HLTAs to allocate additional tasks and rotas to the TA team.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 32.5 hours is configured in agreement with the Head of School.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.