

## JOB DESCRIPTION

### Job Details

**Post Title** Higher Level Teaching Assistant

**Responsible To** Assistant Principal

### Purpose of the Job

To assist with the provision of support for individual students with social emotional behaviour difficulties, helping them overcome barriers to learning inside and outside of school, in order to achieve their potential. The Higher-Level Teaching Assistant will work with children on a one-to-one basis or in small or large groups.

### Student Guidance and Support and Working with School Staff

- To assist with the mentoring of students in terms of their social emotional behaviour:
- Developing and using strategies to manage and support pupils with challenging behaviour.
- To develop a 1:1 mentoring relationship with identified students.
- To draw up agreed action plans with students outlining the aims of the mentoring.
- Working alongside teachers, Assistant Principal, Heads of Year and support staff to promote the effective use of behaviour management strategies.
- Working alongside parents in helping them to support the work of the school in improving individual children's behaviour and ensuring that there are effective lines of communication operating between school and home.
- Working directly with individuals or groups to raise self-esteem and confidence of pupils with a view to improving their personal and social skills.
- Monitoring progress in improving behaviour and maintaining improvements once made.
- To act as a role model, motivator and advocate for all students.
- To liaise with the SENCo and outside agencies as appropriate.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To support with the liaison with parents regarding behaviour incidents.
- To offer support and assistance to the Assistant Principal.
- To attend Parents' Evenings and Information Evenings as appropriate.
- To support with the supervision of students not in lessons if necessary

### Administration

- To be responsible for all administrative tasks associated with the role.  
To keep records of student mentoring sessions and ensure records of meetings with students on the Child Protection lists are passed to the DSL immediately via the school's electronic system.

### Communication

- To assist with the promotion of a positive image and meaningful communications within and outside the school community.
- To ensure efficient communications regarding student mentoring and welfare with relevant members of

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staff.

- To communicate regularly with the Vice Principal, Assistant Principal and i/c of Safeguarding.
- To pass on all child welfare and safeguarding concerns to the Vice Principal, Assistant principal, and Assistant Principal i/c Safeguarding. All individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To work within the boundaries of confidentiality.
- To carry out duties in compliance with the School's Equality and Diversity Policy.
- Seek to respond to work-related matters within the same working day wherever possible.
- Represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment.

## General

- To promote the safeguarding and welfare of people you are responsible for or come into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies and procedures, Use of Social Media and the Staff Code of conduct.
- Undertake appropriate professional development including adhering to the principles of performance development.
- To establish professional and productive working relationships with all colleagues and stakeholders through team working and mutual support.
- To adhere to the ethos of the school:
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings, parents' evenings and school events as appropriate. Some additional working hours outside of normal agreed hours may be required to support this.
- Any other duties commensurate with the grade to ensure the smooth running of the school.

## Assessment and Reporting

Standard of work will be assessed by the Line Manager and as such the Higher Level Teaching Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care role

The Higher-Level Teaching Assistant will follow the Trust's procedures for student contact & welfare. All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

Training and development will be given to ensure that the Higher Level Teaching Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

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## Hours of Work

The Higher-Level Teaching Assistant (Inclusion Learning Lead) is employed for 32.5 hours per week, term time only.

## Collegiate Responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- providing a courteous and efficient service to students and staff at all times.
- using their influence with other staff and students to promote high standards of behaviour and order within the Academy.

## Performance Management

The Higher-Level Teaching Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

## Appraisal

The Higher-Level Teaching Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.