**Job Description Higher Level Teaching Assistant**

**Responsible to**: Inclusion Managers & Vice Principal for Inclusion

**Responsible For**: Leading Learning in the Student Support Unit

**SCP:** Grade 6 20-25

**Hours of Work**: 37 hours per week, term -time plus 1 week (training days)

**Special Conditions:**

**Job Descriptions are reviewed on an Annual Basis in line with OSCA’s Appraisal Policy**

Job Summary: -

* To support pupil access to all areas of the National Curriculum.
* To support students to access mainstream provision.
* To assist pupils with their social, emotional and mental health needs and build/maintain their levels of self-confidence and esteem to be successful in mainstream.

**Duties and responsibilities: -**

**Teaching and Learning**

* Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary.
* Plan and evaluate specialist learning activities with the teacher.
* Provide specialist support e.g. SEN, EAL or in a particular learning area.
* Plan, devise and implement individualised timetables for pupils referred to the Students Support Unit.
* To liaise with subject staff on a regular basis, and enable the pupil to achieve educational, spiritual, emotional, physical and psychological needs.
* Keep records of progress made to facilitate differentiation.
* Implement all Academy policies appropriate to individual pupils to enable them to participate in all targeted lessons, including students with SEN
* To be flexible with attitudes towards timetabling for students
* To be are aware of the role and the needs of each pupil being supported
* Assess, record and report on the development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning
* To have a clear vision of new and innovative ideas through continuing professional development and training to enhance personal knowledge of SEN, Mental Health, Curriculum and Behaviour
* Interpret information and situations and respond independently to problems and refer to line manager for more unusual/difficult problems.

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**Supporting the Pupil**

* To work with any individual pupil or group within the class, whether designated or not as instructed by the class teacher and AP/VP Inclusion
* To be involved in the pastoral care of students supporting the work of the tutor, Head of Years, SENDCo, Inclusion Manager and any other professional body as appropriate.
* To be aware of the changing needs of the SEN pupil you are working with, both educationally and emotionally.
* To assist in the building of self-confidence and self-esteem for all pupils referred to Student Support Unit.
* Encourage all pupils to take an active role in lessons both practically and verbally, giving encouragement to enrich their development accordingly.
* To liaise with Class Teacher/SENDCo/ Inclusion Manager to enrich their development accordingly.
* To use ICT equipment and any other educational aid to support all learners
* To ensure Equal Opportunities policy is implemented for all subjects.

**Resources**

* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* May maintain and monitor stocks/supplies.
* Educational visits and other supervision
* Assist with break & lunch time supervision including facilitating games and activities.

**Building professional relationships**

* Establish and maintain relationships with families, carers and other adults e.g. therapists.
* Exchange information with staff and parents/carers.

**Supporting the Academy**

* To integrate fully in the smooth running of the Academy to ensure the needs of each pupil are met.
* To be aware of all Academy policies, in particular Health and Safety issues and safeguarding.
* To liaise with parents or other Agencies in conjunction with AP Inclusion as directed.
* To have regular meetings with Assistant Principal.

**Other duties:-**

* Such other duties as may be reasonably required by the Principal/SLT
* It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.
* Use and development of ICT as required.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.**

**Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**