



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Higher Level
Teaching Assistant





JOB TITLE: Higher Level Teaching Assistant

REPORTS TO: SENCO/ Headteacher

BAND: Grade C

JOB PURPOSE

To ensure high quality education and care in a designated class and to improve the quality of learning and standards of achievement for all pupils. To carry out the professional duties of a teacher as set out in the current Department for Education guidelines/requirements and school policies under the direction of the head teacher. To have secure and up to date knowledge and understanding of concepts and skills necessary to teach the subject at key stage 3 and GCSE level.

Main Pay Range teachers' responsibilities are outlined in paragraphs 1 to 8 below. Reference must also be made to the Teachers' Standards outlined in the School Teachers' Pay and Conditions Document.

In addition to the duties and responsibilities of a Main Pay Range teacher, Upper Pay Range teachers are required to be highly competent in all elements of the Teachers' Standards to ensure their achievements and contribution to the school are substantial and sustained.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

1. Teaching

- Plan and teach lessons and sequences of lessons to the assigned class(es) within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere including setting and marking homework in line with school policy.
- Participate in arrangements for preparing pupils for external examinations, including the delivery of intervention sessions.
- To carry out the role of form tutor as required.



2. Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust / school's policies, practices and procedures in such a way as to support the Trust / school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the Trust's Safeguarding Policy and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with Trust / school policies.

5. Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- Communicate with pupils, parents and carers in accordance with the Trust / school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment. Fulfil wider professional responsibilities

8. Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.

9. Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.



- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject's/curriculum areas taught, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subject's/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinct contribution to the raising of pupil standards.
- Contribute to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full

Higher Level Teaching Assistant

Person Specification

<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • Qualified Secondary Teacher Status • A relevant degree (or equivalent) • Evidence of recent and relevant professional development • Successful teaching experience working with pupils from a range of socio economic backgrounds and with a variety of learning needs • Experience of teaching at KS3 & KS4 (Included as part of your training) • Experience of being a Form Tutor/Pastoral care of students.
<p>Communication</p>	<ul style="list-style-type: none"> • Ability to use clear language to communicate information unambiguously • Ability to listen effectively • Overcome communication barriers with children and adults • Establishing effective partnerships with parents/carers • Excellent interpersonal and communication skills at all levels • The ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with children, staff, parents, governors and professional teams and agencies
<p>Working with children</p>	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy to ensure a productive and safe learning environment • Ability to understand and support children with developmental difficulty or disability • Ability to plan and teach well-structured lessons based upon accurate assessment. • Understand and support the importance of physical and emotional wellbeing • Emotional resilience in working with challenging behaviours and a full commitment to inclusion on all levels • A passion for ensuring all children and young people achieve to the best of their abilities • The ability to provide a broad, balanced, relevant and creative curriculum that inspires pupils, promotes positive pupil attitudes and good engagement with learning and leads pupils in the pursuit of excellence
<p>Working with others</p>	<ul style="list-style-type: none"> • Understand the role of others working in and with the school • Understand and value the role of parents and carers in supporting children • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Know when, how and with whom to share information



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Skills, Abilities and Knowledge	<ul style="list-style-type: none">• positive pupil attitudes and good engagement with learning and leads pupils in the pursuit of excellence• The ability to demonstrate good subject and curriculum knowledge• Excellent organisational and time management skills and an ability to prioritise• A thorough knowledge and understanding of how children learn, develop and progress through life stages and events• How IT can be used effectively to motivate children to learn - and to have a level of IT skills.• How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum• How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, governors and other professionals and agencies
General	<ul style="list-style-type: none">• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil• Good understanding of and commitment to child protection procedures• Understand procedures and legislation relating to confidentiality• Be prepared to develop and learn in the role