



SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Higher Level Teaching Assistant

Job Purpose:

To complement the professional work of teachers. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Main Duties / Responsibilities

SUPPORT FOR THE TEACHER

- Plan, resource and deliver high quality regular PPA cover
- Mark work in line with the academy policy for taught sessions
- Organise and manage appropriate learning environment and resources
- Record progress and achievement in lessons/activities and provide feedback to class teachers
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Support and implement IEPs
- Support pupils consistently whilst recognising and responding to their individual needs

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to student responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

SUPPORT FOR THE ACADEMY

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in weekly staff meetings/briefing
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of academy learning activities, which consolidate and extend work carried out in class.
- To support, uphold the academy Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help pupils access specialist learning resources as required

Job Specification

	Essential	Desirable
Experience	<p>Experience of working with children of relevant age</p> <p>Experience of marking in line with school policy</p> <p>Experience of planning and resourcing PPA lessons with support from class teachers</p> <p>Experience of working with pupils with additional needs</p> <p>Experience of working in a team situation.</p>	<p>Experience of full class teaching</p>
QUALIFICATIONS/ TRAINING	<p>GCSE English and Maths or equivalent</p> <p>Good ICT skills.</p>	<p>Other relevant qualifications relating to the post e.g. Level 3 NVQ in Health/Childcare, first aid qualification</p> <p>Meet Level 4 Higher Level Teaching Assistant standards or equivalent qualification or experience</p> <p>A-Level qualifications or higher in academic subjects.</p> <p>Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc.</p>
PERSONAL ATTRIBUTES AND SKILLS	<p>Full working knowledge of relevant polices/codes of practice/legislation</p> <p>Working knowledge of National Curriculum and other relevant learning programmes</p> <p>Ability to plan effective actions for pupils at risk of underachieving</p> <p>Ability to self-evaluate learning needs and</p>	<p>Understanding of principles of child development and learning processes and in particular, barriers to learning</p> <p>Ability to remain calm under pressure; prioritising conflicting demands.</p> <p>Good organisational and problem solving skills with the ability to work proactively and independently</p>

	<p>actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Knowledge of Behaviour Management.</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</p> <p>Maintain confidentiality in matters relating to the school, its pupils, parents or carers.</p> <p>An understanding of the needs of a multicultural society.</p> <p>Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties.</p>	
Safeguarding	<p>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>	
Additional	<p>Two references which recommend without reservation.</p> <p>The post holder meets all safeguarding requirements.</p> <p>Ability to complete basic administrative tasks</p>	