

JOB DESCRIPTION

ILLUMINATE MINDS TRUST

Job Title: Higher Level Teaching Assistant

Responsible to: Head Teacher

Grade: BEXLEY08 (36 hours per week / Term Time Only)

Job Summary:

To support children and young people in meeting their potential academically, emotionally and socially and overcoming barriers to success. Working with teaching staff in managing challenging behaviour and equipping pupils / students with the necessary skills to self regulate their behaviours. Enhancing learning outcomes, improving literacy and numeracy skills and increasing chances for reintegration and transition success. Working independently to take responsibility for delivering a programme of tailored interventions for learning leading to successful learning outcomes and accelerated progress. Providing cover for PPA and other teacher absences as timetabled or by request.

PRINCIPAL ACCOUNTABILITIES

- To support pupils within the school in the classroom both as directed by the class teacher and independently, undertaking supervisory duties and overseeing a specific area of work (the delivery of intervention programmes to groups and individuals in line with identified learning needs).
- To deliver cover lessons for teachers' PPA and other release as timetabled or as requested by leaders.
- To work collaboratively as part of a team in managing behaviour throughout the school.
- To communicate with parents / carers as necessary and record all communication electronically.
- To support the delivery of literacy and numeracy within the classroom, working with other staff in promoting a consistent approach to support individualised work undertaken outside of the classroom.
- To undertake all administrative tasks in relation to assessments and progress information and maintain appropriate records.
- To work with teaching groups or in other activities in connection with the day to day running of the school as reasonably directed by leaders.
- To support specific individual pupils or groups of pupils within and outside of the classroom in order to improve literacy, numeracy skills and study skills.
- To liaise with the teaching staff in the preparation of reports and records.

- To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
- To promote the inclusive culture of the trust and adhere to all policies and procedures including the Relationships and Behaviour Policy, demonstrating through modelling the expected approaches to conflict resolution.
- To attend staff meetings and non-contact days as directed by the Headteacher / Deputy Head Teacher / Assistant Head Teacher.
- To promote high standards of behaviour through modelling expected positive behaviours and adhering to professional boundaries.
- To undertake pupil supervision duties outside of a classroom setting and engage students positively in unstructured time.
- To present a professional image of the school.
- To be willing to provide advice and guidance to colleagues in relation to the literacy / numeracy support and strategies used with particular pupils.
- To adhere to Team Teach procedures to ensure the health and safety of all pupils and staff.
- To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder.

Person Specification:

1. Experience of supporting disaffected students with emotional and behavioural difficulties and producing successful outcomes.
2. Confidence in managing groups of students independently and planning for learning and behaviour as required.
3. Excellent written and verbal communication skills and an ability to work effectively with schools, parents, young people and other agencies.
4. Knowledge of a range of additional educational needs that may affect the emotional welfare and behaviour of young people.
5. Ability to support literacy and numeracy intervention work and improve skills in these areas.
6. Understanding of restorative justice practices/approaches used in a classroom setting or willingness to undertake training in order to adopt this approach.
7. Experience of effective team working.
8. Willingness to be flexible and responsive to individual student's needs.

9. Willingness to work across key stages as required in meeting the operational requirements of the school.
10. Strong personal boundaries in relation to self management and interaction with others.
11. Willingness to undertake training in behaviour management including Team Teach.
12. Ability to demonstrate confidence, resilience and perseverance.
13. High level of organisational and time management skills to ensure all tasks are fully completed.