

Job Title: Higher Level Teaching Assistant

Responsible To: Class Teacher/Senior Leadership Team

Employee Supervision: Teaching Assistants

Purpose of Post:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area, as required, within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- Lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge.
- Under an agreed system of supervision: take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Key Areas:

- Support for pupils
- Support for the Teachers
- Support for the Curriculum
- Support for the School.

Duties and Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans.
- Undertake comprehensive assessments of pupils to determine those in need of particular help. Provide information and advice to enable pupils to make choices about their own learning/behaviour/ attendance.
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- 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.
- Use specialist skills/ training/ experience to support pupils.
- Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs.
- Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable.

- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Challenge and motivate pupils, promote and reinforce self-esteem.

Support for the School

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/ activities systematically and providing evidence of range and level of progress and attainment.
- Take lead role in the department and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral system etc.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Administer and assess/ work tests and invigilate exams/ tests related to the specialist subject.
- Production of lessons plans, worksheets, plans etc.
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
- Manage records, processes, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Administrative support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions, making phone calls etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/ needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/ resources/ equipment.
- Be responsible for maintenance/ quality/ safety of specialist equipment.
- Provide highly specialist advice and guidance as required.
- Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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 school.
- 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 regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Line management responsibilities where appropriate
- Manage other teaching assistants.
- Liaise between managers/ teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/ management/ other appropriate meetings.
- Undertake recruitment/ induction/ appraisal/ mentoring for other teaching assistants

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Principal
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection Procedures
- To develop & promote high standards throughout the School.

Other

- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.