|  |  |
| --- | --- |
|  | **Higher Level Teaching Assistant** **Scale 5** **Points 12 - 17** |
| **Core Purpose** |
| * To develop and maintain effective and supportive relationships with children, young people and those engaged with them
* To provide a complementary service that enhances exiting provision in order to support learning, participation and encourage social inclusion
* Work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people
* Maintain and develop the ethos, values and expectations of the Academy and support agreed Academy policy in all areas
 |
| **Specific tasks** |
| **Support for students*** Assess the needs of students and use detailed knowledge and specialist skills to support students’ learning
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Develop and implement individual education plans where appropriate
* Promote the inclusion and acceptance of students within the classroom
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to students in relation to progress and achievement

**Support for teachers*** Organise and manage 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 student 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 student achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents in students’ learning and contribute to / lead meetings with parents to provide constructive feedback on progress and achievement
* Administer and assess/mark tests and invigilate exams/tests
* Production of lessons plans, worksheets

**Support for the curriculum*** Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
* Deliver national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students’ skills
* Use ICT effectively to support learning activities and develop students’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities , taking account of students’ interests and language and cultural backgrounds
 |
| **Generic responsibilities**  |
| * To undertake any reasonable duties as requested by the individual’s line manager
* To work in accordance with the aims and policies of the Academy and to promote the general appearance of the Academy
 |
| **Line Manager:**  | College Leader  |