|  |  |  |
| --- | --- | --- |
|  | | **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 | |