

Buckinghamshire Council – Education Department

Mr S Cook
Headteacher

Mrs S Ansari
Deputy Headteacher

www.oakridgehighwycombe.co.uk



Oakridge School
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“Working together to Succeed”

HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION

PURPOSE OF THE JOB

- To complement teachers' delivery of the EYFS and/or National Curriculum and contribute to the development of other support staff, children and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
- To lead the learning (teach) whole classes enabling teachers to work with focus groups and occasionally during the short-term absence of teachers.
- To provide support for children, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage children to become independent learners, to provide support for their welfare, and to support the inclusion of children in all aspects of school life.
- To attend INSET CPD training
- To carry out supervision for part of the lunch break as well as break duties when required.
- To supervise whole classes, following teacher's planning, to support the release of teachers to undertake leadership tasks.

Main Duties

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to children need.
- Contribute to the planning of opportunities for children to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA.
- Provide detailed verbal and written feedback on lesson content, children's responses to learning activities and children's behaviour, to teachers and children.
- Motivate and progress children's learning by using clearly structured and interesting teaching and learning activities.
- Be familiar with lesson plans, SEN support targets, Pupil Premium focus and learning objectives.
- Be aware of and support difference and ensure all children have equitable access to opportunities to learn and develop.

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- Promote and support the inclusion of children, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage children to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress children’s learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Assist the class teacher in encouraging inclusion of all children, regardless of their educational or physical needs or their economic, social or cultural background and language.
- Support the role of parents in children’s learning and contribute to/lead meetings with parents to provide constructive feedback on children progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To cover in other year groups when necessary
- To teach a phonics group when required to do so.

Monitoring and Assessment

- With teachers, evaluate children’s progress through a range of assessment activities.
- Assess children’s responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor children’s participation and progress and provide constructive feedback to children in relation to their progress and achievement.
- Assist in maintaining and analysing records of children’s progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children in accordance with assess, plan, do, review cycle.
- Up-hold school policy and procedures at all times

Mentoring, Supervision and Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.

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- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of children throughout the school and escort and supervise children on planned visits and journeys.
- Provide support and assistance for children’s pastoral needs.
- Provide physical support and maintain personal equipment used by the children at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
- Supervise children at times other than during lessons according to the school’s duty arrangements.
- Assist teachers by receiving instructions directly from a variety of agencies involved in the children’s education.

Safeguarding

- To contribute to a positive and robust safeguarding culture.
- To ensure safeguarding is a priority in the school.

Health and Safety

- Take reasonable care of their own health and safety and that of co-workers who may be affected by their actions.
- Cooperate with your employer in complying with health and safety duties.
- Not recklessly interfere with or misuse anything provided for health and safety purposes.
- Undergo first aid training when necessary.

Professional Conduct

- Ensure the highest standard of confidentiality and professional conduct at all times, and in particular with other members of staff.
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity.
- To ensure that the school’s dress code is adhered to.
- To maintain professional behaviour outside school and within the community.
- To maintain high standards with regards to timekeeping.
- To communicate professionally and with respect to all colleagues, adhering to the Oakridge Communication Charter.
- To abide by GDPR policies and practice.
- To act in accordance with the staff code of conduct and teaching standards at all times.

Other



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- To up-hold Higher Level Teaching Assistant standards.
- To have a positive and proactive approach to own Career Professional Development
- Any other duties required by the class teacher, line manager or member of the leadership team.
- Comply with the school’s policies and practices developed by all staff and approved by the Governing Body in line with the National Curriculum and LA guidelines.
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
- Promote equal opportunities with the school and seek to ensure the implementation of the school’s equal opportunities policy.
- To undertake other duties as may be required in consultation with the Headteacher, without materially altering the nature of the tasks as outlined above.

Signed _____
Member of Staff
Date

Signed _____
Headteacher
Date