



# ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION

**JOB TITLE:** Higher Level Teaching Assistant

**REPORTS TO:** SENCO/Headteacher

**GRADE:** Pay Band 6

**SUPERVISES:** Not Applicable

## **JOB PURPOSE:**

To be responsible for planning and preparing lessons/learning activities and delivering these in either a subject specialism (e.g. maths) or key stage of the national teaching and learning curriculum (e.g. KS3) to a whole class.

To be responsible for recording and reporting on development progress and attainment.

To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration.

## **KEY ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

## **PRINCIPAL RESPONSIBILITIES/DUTIES**

### **Teaching and Learning**

***Under the professional oversight and with the supervision of a suitably qualified and experienced teacher.***

- To plan, organise and manage structured learning activities that reflect specific expertise, knowledge of the national curriculum.
- To assess pupil needs using detailed knowledge and specialist skills to support pupil learning, evaluating and adjusting lesson plans as necessary.
- Supervise pupils delivering learning activities to small groups/whole classes of pupils, adjusting activities within the scope of the Curriculum in response to pupils' learning.

- Create a structured positive learning environment.
- Support the Curriculum Plan with learning programmes.
- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives, evaluating these with recommendations to improve and advance learning for pupils.
- Development of Individual Education Plans or targeted learning objectives.
- Systematically record achievements in lessons, collecting evidence of attainment.
- Provide objective and accurate feedback sensitively for pupils, parent etc and produce evidence based reports for a wide variety of audiences.
- Ensure the milestones for achievement are challenging and demanding, adjusting activities as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Implement 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 relevant skills.
- Conducting research to broaden and enrich pupil learning.
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage and to take the lead in learning activities associated with the equipment.
- Mark pupil work, recording progress and achievement.
- Administer and mark tests, invigilate exams.
- Prepare and design teaching materials (e.g. lesson sheets, handouts).
- Supporting pupils, including those with SEN, individually or in small groups, implementing Individual Education Plans, using either specialist knowledge or skills in providing such support (e.g. behaviour management).
- Classroom cover supervision - including responding to pupils' questions and generally help pupils undertake activities and achieve learning outcomes (may plan prepare / learning activity for cover lesson).
- Supervise pupils using a variety of specialist materials/equipment on or off school premises.
- Establish a clear framework for classroom discipline, anticipating and managing behaviour constructively, promoting self-control and independence.
- Develop and implement strategies for behaviour management.
- Promote positive values, attitudes and good pupil behaviour, dealing with conflicts and incidents.
- Manage pupils who are showing socially unacceptable or challenging behaviour.
- Establishing productive working relationships with pupils using methods to encourage pupil engagement and participation in activities.
- Promote the inclusion and acceptance of all pupils within the classroom.

## **General School Support**

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- Attend meetings and training sessions as required.