

Job Description



SCHOOL:	SECTION:
POST TITLE: Associate Professional (Higher Level Teaching Assistant) – Level Four	
POST REFERENCE NO: N/A	GRADE: 6
RESPONSIBLE TO: Headteacher, working under the instruction / guidance of teaching staff	
EMPLOYEE SUPERVISION: Supervise Associate Professionals at Level 1 - 3	

DATE AGREED:	BY WHOM:
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PURPOSE OF THE JOB

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 within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

Part of the management team, involved in planning, budget responsibilities. 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

1. Support For Pupils

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations
3. Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans
4. Undertake comprehensive assessments of pupils to determine those in need of particular help
5. Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance
6. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance
7. Promote the inclusion and acceptance of all pupils within the classroom
8. Support pupils consistently whilst recognising and responding to their individual needs
9. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development
10. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
11. Promote independence and employ strategies to recognise and reward achievement of self-reliance
12. Use specialist skills/ training/ experience to support pupils
13. Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs
14. Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable
15. Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
16. Take a lead role in managing the speedy/ effective transfer of pupil across phases/ integration of those who have been absent
17. Challenge and motivate pupils, promote and reinforce self-esteem



2. Support for the Teacher

1. Organise and manage appropriate learning environment and resources
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
4. Provide objectives and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Record progress and achievement in lessons/ activities systematically and providing evidence of range and level of progress and attainment
6. Take lead role in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration truancy, pastoral system etc.
7. Work within an established discipline policy to anticipate and manage behaviour constructively promoting self control and independence
8. Administer and assess/ work tests and invigilate exams/ tests related to the specialist subject
9. Production of lessons plans, worksheets, plans etc
10. Be responsible for creation and maintenance of purposeful, orderly and productive working environment
11. Undertake marking of pupils work with specialist area and accurately record achievement/ progress
12. Manage records, processes, information and data, producing analysis and reports
13. Promote and ensure the health and safety and good behaviour of pupils at all times
14. Undertake marking of pupils work with specialist area and accurately record achievement/ progress
15. Manage liaison with feeder schools and other relevant bodies to gather pupil information
16. Support pupils' access to learning using appropriate strategies, resources etc
17. Work with other staff in planning, evaluating and adjusting learning activities as appropriate
18. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
19. Supporting the role of parents in pupils' learning and contribute to/ lead meetings with parents to provide constructive feedback on pupil progress/ achievement etc.
20. 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



21. Administrative support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions, making phone calls etc.

3. Support for the Curriculum

1. Deliver learning activities to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/ needs
2. 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
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' Interests and language and cultural backgrounds
5. Advise on appropriate deployment and use of specialist aid/ resources/ equipment
6. Be responsible for the management of stock levels, including management of a budget and regular audit of resources
7. Be responsible for maintenance/ quality/ safety of specialist equipment.
8. Provide highly specialist advice and guidance as required
9. Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
10. 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
11. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils



4. Support for the School

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/ work/ aims of the school
4. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Be responsible for the provision of out of school learning activities within guidelines established by the school
9. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

5. Line management responsibilities where appropriate

1. Manage other teaching assistants.
2. Liaise between managers/ teaching staff and teaching assistants
3. Hold regular team meetings with managed staff
4. Represent teaching assistants at teaching staff/ management/ other appropriate meetings
5. Undertake recruitment/ induction/ appraisal/ mentoring for other teaching assistants.

6. General

1. To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher
2. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection
3. To develop & promote high standards throughout the Barnsley Children, Young People & Families Service

7. 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



DATE JOB DESCRIPTION REVISED: May 2011

BY WHOM: Workforce Innovation & Professional Development

This job description will form the basis of performance management and will be reviewed periodically.



Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential* and *Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Associate Professional Higher Teaching Assistant (Level Four)	Directorate/School: Children, Young People and Families Innovation for Learning & Care	Grade: 6
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Recent relevant experience	A/I	Essential
2.		Experience working with children of relevant age in a learning environment	A/I	Essential
3.		Significant experience of working in a relevant discipline in a learning environment	A/I	Essential
4.		Experience of working with pupils with additional needs	A/I	Essential
5.	Education and Training Attainments	2 GCSEs at grade A to C in English and Maths or equivalent and gained HLT A status Gained HLT A status or be working towards with a commitment to achieving the status within 12 months of starting the programme.	A/I	Essential
6.		Excellent numeracy/ literacy skills	A/I	Essential
7.		Training in relevant learning strategies e.g. literacy/numeracy	A/I	Essential



Criteria No	Attributes	Criteria	How Identified	Rank
8.		Specialist skills/ training in curriculum or learning area e.g. bi-lingual, sign language, ICT	A/I	Essential

9.	General and Special Knowledge	Full working knowledge of relevant policies/ codes of practice/ legislation	A/I	Essential
10.		Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies	A/I	Essential
11.		Good understanding of child development and learning processes	A/I	Essential
12..		Understanding of statutory frameworks relating to teaching	A/I	Essential
13.		Ability to organise, lead and motivate a team	A/I	Essential
14.		Constantly improve own practice/ knowledge through self-evaluation and learning from others	A/I	Essential
15.	Skills & Attributes	Ability to relate well to children and adults	A/I	Essential
16.		Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A/I	Essential
17.		Effective use of ICT to support learning	A/I	Essential
18.		Use of specialist equipment/ resources	A/I	Essential
19.		Ability to self-evaluate learning needs and actively seek learning opportunities	A/I	Essential
20.		Relevant knowledge of first aid	A/I	Essential
22.		Ability to plan effective actions for pupils at risk of underachieving	A/I	Essential



23.		Understand range of support services/ providers	A/I	Essential
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24.	Additional Factors	Demonstrate a commitment to Equal Opportunities	A/I	Essential
25.		To comply with all BMBC policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.	A/I	Essential