

ARNOLD ACADEMY

JOB DESCRIPTION

POST: Higher Level Teaching Assistant

PAY SCALE: Level 4A (points 11 - 15)

NAME:

RESPONSIBLE TO: SENDCo/Headteacher

RESPONSIBLE FOR: Teaching Assistant Team

GENERAL DUTIES:

To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

JOB PURPOSE

To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for classes where pupils have special educational needs. Work with children and young people who have a range of significant and complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, groups and whole classes with the direction and supervision of a qualified teacher.

To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required;

To provide support for pupils, 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;

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

To be line manager for a team of teaching assistants.

To be responsible for organising the work and timetable of the wider teaching assistant team.

To assist the SENDCo in completing statutory paperwork linked to pupils with SEND.

SPECIFIC RESPONSIBILITIES:

Support for Pupils:

- Plan, prepare and deliver learning to individuals, small groups and/or classes by differentiating and adapting activities to provide positive learning outcomes within agreed systems of supervision.
- Assess, record and report pupil progress and attainment.
- Plan and implement strategies.
- Use teaching and learning objectives to plan, evaluate and differentiate lessons as appropriate within agreed systems of supervision.
- Contribute to the development and implementation of Learning Plans for pupils, including attendance at, and contribution to, reviews if necessary e.g. EHCP reviews.
- Oversee the implementation of a variety of specialist programmes or designated areas within school.
- Where appropriate attend meetings and provide information about pupils.
- Assist the SENDCo in managing the work and development of other classroom support staff where appropriate.

Support for Teachers

- Under the supervision of the class teacher, to undertake a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. This will include contributing to the development of Learning Plans, Provision Map and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons.
- To support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies. This may include individual assessments, such as reading analyses.
- To assist the classroom teacher in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the teacher, as required.
- To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
- To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

Support for the Curriculum

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Needs and Disabilities Co-ordinator (SENDCO) and other teaching assistants; working at all times within school policies and procedures
- To manage a team of teaching assistants, giving guidance, support and advice; contributing to induction training of newly appointed teaching assistants and further training as appropriate, and assisting the Headteacher/ SENDCO in co-ordinating the deployment of teaching assistants within the school.
- To work with the SENDCo in ensuring high levels of communication within the teaching assistant team
- To carry out performance management arrangements for teaching assistants and liaise with the Headteacher/SENDCO on training and development needs identified.
- To attend staff and management meetings as required and where appropriate act as spokesperson for teaching assistants.
- To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/SENDCO.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher / SENDCO.