

Job Description

School	Rothwell Victoria Junior
Service Area	
Job Title	Higher Level Teaching Assistant
Grade	SO1
Conditions Of service	NJC
Responsible To	Immediate line manager
Responsible For	Teaching Assistants

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording, and reporting on pupil's achievement, progress, and development. Responsible for the management and development of a specialist area within the school and / management of other teaching assistants including allocation and monitoring of work, appraisal, and training.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Responsibilities:

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Develop and implement IEPs.

Promote the inclusion and acceptance of all pupils within the classroom.

Support pupils consistently whilst recognising and responding to their individual needs.

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

Promote independence and employ strategies to recognise and reward achievement of self-reliance.

Provide feedback to pupils in relation to progress and achievement.

Organise and manage appropriate learning environment and resources.

Within an agreed system of supervision, plan to challenge teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

Monitor and evaluate pupil 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 pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.

Record progress and achievement in lessons/activities systematically and providing 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.

Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Administer and assess/mark tests and invigorate exams/tests

Production of lesson plans, worksheet, plans etc.

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

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.

Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aid/resources/equipment.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Take the initiative as appropriate to develop appropriate multi-agency approach to supporting pupils.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Deliver out of school learning activities within guidelines established by the school.

Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Manage other teaching assistants.

Liaise between managers/teaching staff and teaching assistants.

Hold regular team meetings with managed staff.

Represent teaching assistants at teaching staff/management/other appropriate meetings.

Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Ensure promotion and support of Equal Opportunities and Health & Safety

Work flexibly to deliver an efficient Service.

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be responsible for safeguarding children and promoting their welfare and following child protection procedures. Safeguarding is everyone's responsibility.

Be aware of and comply with the school and Leeds City Council policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: Meet Higher Level Teaching Assistant standards or equivalent qualification or experience

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to respect sensitive and confidential work.

Able to use ICT effectively to support learning

Able to organise, lead and motivate a team

Able to relate well to children and adults

Knowledge Required

Understanding of statutory frameworks relating to teaching

Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies

Good understanding of child development and learning processes

Full working knowledge of relevant policies/codes of practice/legislation

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience

Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths

Training in relevant learning strategies e.g., literacy

Experience Required

Of working with children of relevant age in a learning environment.

Of dealing with queries from a wide range of people

Of working as part of a team

Behavioural & other Characteristics required

Committed to continuous improvement.

Able to understand and observe the school and Leeds City Council Equal Opportunities Policy.

Carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

Able to constantly improve own practice/ knowledge through self-evaluation and learning from others

Knowledge Required

Understanding classroom roles and responsibilities and your own position within these

Specialist skills/training in curriculum or learning area e.g., bi-lingual, sign language, ICT

Experience Required

Of working constructively as part of a team

Of organising work tasks and duties to meet appropriate service standards e.g., in terms of timeliness, accuracy and customer care

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
------	-------------	------

Confirmation of Job Evaluation Undertaken JE Ref: CUS 01 Date