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| **JOB DESCRIPTION** |
| **Post Title:**  Higher Level Teaching Assistant |
| **Salary:**  Grade 7 |
| **Start date:**  June 2023 |
| **Responsible to:**  Head of School |
| **Is this a Regulated Activity:**  Yes |
| **Main purpose of role:**   * To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.   The post holder will cover the absence of teaching and non-teaching staff, cover PPA/Management duties.   * Involving planning, preparing and delivering learning activities for whole classes in the short term, or one day a week in the case of PPA cover, absence or leadership time * Monitor, assess, record and report on pupils development, progress and attainment in line with the schools policy |
| **SAFEGUARDING STATEMENT**  The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. |
| **Responsibilities and Duties: Higher Level Teaching Assistant** |
| **Main purpose of the job:**   * Take a lead role with the class teacher in the planning, development and organisation of systems, procedures and policies directly related to the curriculum/pupils. * To deliver lessons to individuals/groups/classes of pupils under an agreed system of supervision adjusting activities according to pupils’ needs and responses * To cover the absence of teaching and non-teaching staff, including cover for PPA/Management duties. * To attend staff meetings on and off site where relevant. (SLT will give notification of details in advance) * Support pupils consistently whilst recognising and responding to their individual needs * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement * Give advice to teaching staff on any specialist areas and resources. * Produce lessons/work plans/worksheets as directed. * Manage records, information and data producing analysis and reports. * Undertake the marking of pupils’ work and accurately record achievements and progress. * Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs * Assist with the development and implementation of Individual Education Plans * Use ICT effectively to support learning activities and develop pupil competence and independence in its use * Select, organise and manage safely the learning activities, teaching space and resources, taking account of pupils’ interests, language and cultural backgrounds * Administer and assess/mark tests and invigilate exams and tests related to specialist subject. * Within the school’s discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment * Monitor and provide for the care, safety and welfare of pupils * Report any child protection concerns to an appropriate person * To be a member of the school senior management team and be part of the strategic management of the school. * To take a lead role in developing the ‘Pupil Voice’ in school. To organise the school council and link with the pyramid council. * To assist in tackling underachievement by working in partnership with families, carers and children in a school context. * Work on preventative and early intervention activities within the school including the involvement of, and collaboration with, specialist services and other agencies. * To deliver a programme to the Gifted and Talented (G and T) pupils and to teach groups of children to develop this area of education. To attend relevant training and liaise with all staff to ensure the more able children are being developed. To work with partner schools to share develop provision relating to G and T. * To lead by example, setting high standards for the provision of support to children within the school * Undertake regular reviews of the provision to children to assess where improvements can be made in line with the strategy for the school. * To actively contribute to making the school a learning environment for all children, removing barriers to learning, ensuring that children feel valued and secure at all times * Supporting the professional development of teaching assistants throughout school. Train, monitoring and evaluating their performance. * To lead and performance manage Teaching Assistants, setting targets in line with school, local and national priorities. * Mentor new support staff. * To observe quality of interventions and support given by teaching assistants across school. * To be a curriculum coordinator of a national curriculum subject. * May co-ordinate a school activity (e.g. extra curricular activities/work experience/home-school liaison * Contribute to the overall ethos/work/aims of the school * Assist the Safety Manager with supporting children with early signs of social, emotional, health or behavioural issues. * Assist the Safety Manager in Supporting pupils’ learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present), using detailed knowledge, experience, specialist skills and training * Assist the Safety Manager in establishing good attendance through monitoring, action plans and intervention. * To display work on the notice boards in a creative way * To administer First Aid following the school policy and practice as and when required and to attend First Aid training as required * Administer medication and intimate care in line with school policies   **Other Responsibilities**   * At all times carry out duties with due regard to the school’s Health and Safety policy and all other policies and procedures * To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of your job * Any other duties required by the EHT/HOS which is within the scope of this post  Note This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.   |  |  |  |  | | --- | --- | --- | --- | | **Signature of post holder:** |  | **Date:** | **/ /** | | **Signature of Head:** |  | **Date:** | **/ /** | |

# Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.