



## **South Orpington Learning Alliance**

### **JOB DESCRIPTION Higher Level Teaching Assistant - BR7**

#### **MAIN PURPOSE OF THE JOB**

Plan, prepare, deliver, assess, report and mark learning activities for individuals/groups or for whole classes under an agreed system of supervision.

#### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

##### **SUPPORT FOR PUPILS**

- 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 offer tailored SEN and SEND support.
- 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.

##### **SUPPORT FOR TEACHERS**

- Organise and manage appropriate learning environment and resources.
- Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- 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.
- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting 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 invigilate exams/tests.

- Production of lesson plans, worksheet, plans etc.

### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil response/needs.
- Deliver literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy 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.

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, KCSIE, health, safety and security and data protection, reporting concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of 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.

### **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the trust's equal opportunities policies and statutory responsibilities.

**Signature of Post Holder** .....

**Date** .....

## **South Orpington Learning Alliance**

### **PERSON SPECIFICATION Higher Level Teaching Assistant - BR7**

#### **EXPERIENCE (Essential Requirements)**

- Working with or caring for children of relevant age.

#### **QUALIFICATIONS/TRAINING (Essential Requirements)**

- Excellent numeracy/literacy skills.
- Meeting Higher Level Teaching Assistant standards or equivalent qualification or experience.

#### **KNOWLEDGE/SKILLS (Essential Requirements)**

- Effective use of ICT to support learning.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national curriculum and other basic learning programmes.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.