JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	**This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**
SCHOOL	
POST TITLE	**HIGHER LEVEL TEACHING ASSISTANT LEVEL 4**
ROLE PROFILE	**LD3.5**
TOOLKIT JOB REF NUMBER	**ToolkitJD-13h**
GRADE	**5 (inclusive of JWCs) Mainstream School**
RESPONSIBLE TO	**Line Manager as defined in staffing structure**
RESPONSIBLE FOR	**As defined in staffing structure**
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including monitoring and assessment, recording and reporting on pupil 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**
RELEVANT QUALIFICATIONS AND EXPERIENCE	**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 the relevant learning strategies e.g. literacy** **Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT**

JOB DESCRIPTION FOR POST OF:- HIGHER LEVEL TEACHING ASSISTANT LEVEL 4

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Develop and implement Individual Education Plans.
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

9. Organise and manage appropriate learning environment and resources.
10. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
11. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
12. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
13. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
14. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
15. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
16. Administer and assess/mark tests and invigilate exams/tests.
17. Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

18. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
19. 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.
20. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
21. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
22. Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL

23. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
24. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
25. Contribute to the overall ethos/work/aims of the school.
26. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
27. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
28. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
29. Deliver out of school learning activities within guidelines established by the school.
30. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

31. Manage other teaching assistants.
32. Liaise between managers/teaching staff and teaching assistants.
33. Hold regular team meetings with managed staff.
34. Represent teaching assistants at teaching staff/management/other appropriate meetings.
35. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: