



JOB DESCRIPTION

Higher Level Teaching Assistant

Responsible to: Year Leader and Class teachers

Line Manager: Pastoral Deputy Headteacher

General Duties and Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time according to the needs of the school, without changing the level of responsibility associated with the post.

Purpose of role

1. To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision
2. Preparing and delivering learning activities for individuals/groups as well as covering whole classes for short term absence

Supporting Pupils and families

1. Assess, manage and deliver pastoral and learning support
2. Provide feedback to pupils in relation to progress and achievement
3. To work with pupils, understanding how to motivate and encourage them to achieve and develop
4. To work with the Pastoral Deputy Headteacher and other teachers to individual support plans
5. Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities

Supporting Teaching and learning

1. Within an agreed system of supervision, deliver learning and teaching activities and adjust these where necessary
2. Deliver the national curriculum strategies for example, literacy, numeracy, adopting the school's approach to learning and make effective use of opportunities provided by other learning support activities to support the development of pupil's skills
3. Take a proactive role in the provision of support for children with special needs
4. To work co-operatively with other members of staff, attending meetings as required
5. To feedback the achievements of pupils to colleagues through the agreed monitoring systems
6. To be proactive in managing behaviour to promote self-control, independence and integration

7. To work within an agreed system of supervision with small groups of children and to take responsibility for their learning
8. Work as part of a team to ensure the wellbeing, behaviour and personal development of pupils to enhance their learning opportunities and life skills
9. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Pastoral Deputy Headteacher and class teachers
10. Use routine supervision and care skills to support pupils including those who have physical, emotional or educational needs
11. Assist in the implementation of individual support plans for students and help monitor their progress and contribute to future planning
12. Provide support for individual students and groups of children, inside and outside the classroom to enable them to fully participate in all school based activities
13. Work with other professional and external agencies, as directed
14. Assist class teachers with maintaining student records
15. Support students with emotional or behavioural needs and help develop their social skills
16. Accompany teaching staff and pupils on visits, trips and out of school activities, as required

Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the Headteacher or class teacher requires
4. Support the Class Teachers to organise and maintain the learning environment

Standards and quality assurance

1. Support the aims and ethos of the school
2. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
3. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs
4. Set a good example in terms of dress, punctuality and attendance
5. Attend team and staff meetings as directed
6. Undertake professional duties that may be reasonably assigned by the head teacher, or any member of the school's Senior Leadership Team
7. Be proactive in matters relating to health and safety
8. To take part in training activities offered by the school and Local Authority to further knowledge
9. To understand and apply all school policies e.g. Behaviour Management, Health & Safety, Equalities, Safeguarding
10. To maintain confidentiality for any information received regarding pupils, staff and school inside and outside the workplace
11. Attend and participate in regular meetings, and in training and other activities as required