



## Job Description: Higher Level Teaching Assistant

*The Directors and staff at the LFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.*

*The Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.*

**Job Title:** Higher Level Teaching Assistant

**Salary:** Grade G points 8-12

**Line Manager:** Class Teacher and Inclusion Leader

**Role Summary:** To complement the professional work of teachers by taking responsibility for agreed learning activities to a whole class, monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. It may also involve the planning of and preparation for learning activities with the support, guidance and agreement of the class teacher.

### Key tasks and activities:

#### Support for pupils

- To have a good understanding of the teaching of maths and English with a particular focus on the achievement of age-related expectations in writing.
- 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.
- 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.
- Provide feedback to pupils in relation to progress and achievement both verbally and written in line with the Marking and Feedback policy.

#### Support for Teachers

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide accurate feedback and reports as required on pupil achievement, progress and levels of attainment.
- Follow the behaviour policy to manage and promote positive behaviour from all children.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide information and feedback on attainment and behaviour.
- Administer, invigilate and mark test papers where required.
- Produce lesson plans and resources for lessons.

**Support for the curriculum**

- Deliver learning activities to pupils within agreed system of supervision and adjusting activities according to pupil responses and needs.
- Follow the curriculum policies set out by the leadership of the school.
- Use IT effectively to support the planning and delivery of lessons.
- Plan and prepare resources to meet the needs of learners, taking into account prior learning and the language or cultural backgrounds of children.

**Support for the school**

- Promote and model the core values of the school.
- Follow school policies to ensure consistent practice in safeguarding, acceptable use, health and safety, confidentiality and data protection.
- Know the school development priorities and work to ensure the school is successful in meeting its development targets.
- Work to form and establish positive relationships with parents, children, colleagues, school governors and directors of the Trust.
- Work with other agencies in supporting the school with safeguarding and school development priorities.
- Be a role model for children and the local community.
- Support the school in providing a range of out of school or extra-curricular activities for children.

It is the post holder's responsibility to promote and safeguard the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the Trust's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her line manager or the Trust or Schools Designated Safeguarding Lead.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.