



Shine brightly together and reach for the stars!

JOB DESCRIPTION - High Level Teaching Assistant: Grade 9

Responsible to: Headteacher / Deputy Headteacher / Teachers

Job Purpose

- To complement teachers' delivery of the national curriculum and development matters (EYFS) as well as contribute to the development of other support staff, students and school policies and strategies.
- To work collaboratively with teaching staff and to supervise whole classes for release time or during the short-term absence of teachers.
- To provide support for students, the teacher and the school in order to raise standards of achievement for all by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes. To encourage students to become independent learners, to provide support for their welfare and to support the inclusion of students in all aspects of school life.

Areas of Responsibility and Key Tasks

Teaching & Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering release time for teaching staff.
- Provide verbal and written feedback on lesson content, student responses to learning activities and student behaviour to teachers and students.
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, 1:1 targets and learning objectives.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress students' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.



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- Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Assist the class teacher in encouraging acceptance and integration of students with additional needs.

Monitoring and Assessment

- With teachers evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining records of students' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school safeguarding procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- Provide support and assistance for student's pastoral needs.
- Provide physical support and maintain personal equipment used by the students at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Supervise students at times other than during lessons according to the school's duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.



MELBOURNE INFANT SCHOOL

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Other

- Any other duties required by the class teacher, or any member of the leadership team, that is in the scope of the post.
- To continue own professional development in line with school improvement priorities and personal professional needs.
- At all times carry out duties with due regard to the school's Health & Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.