

**THE CHERWELL SCHOOL**  
*Opportunity, Responsibility, Excellence*

**Higher Level Teaching Assistant – Learning Support (Key Stage 4 & 5)**

**Job Description**

Responsible to: SENCO

Salary Scale: Grade 8

Working Time: 30 hours per week, term time only

**Job Purpose:**

**Key Roles**

- To oversee the smooth day-to-day running of the Learning Support Hub North Site, including morning and after-school check-ins with students.
- To coordinate the provision of support for students accessing the North Site Learning Support Hub.
- To be responsible for planning, preparing and delivering targeted study support interventions for small groups and individual students in Key Stage 4 and 5.
- To coordinate the provision of appropriate intervention programmes for targeted Key Stage 4 and 5 students.
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve.
- To complement the professional work of teachers by taking responsibility for further agreed learning activities and providing assistance in the classroom.
- To monitor the effectiveness of the interventions so that impact can be measured and developed appropriately.

**Key Tasks**

- Assess the needs of pupils and use knowledge and skills to support pupils' learning.
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs.
- Deliver appropriate learning based interventions to individuals and small groups of students.
- Record assessments and monitor progress systematically, and provide evidence of range and level of progress and attainment.
- Provide meaningful feedback to students in order to improve their progress and learning.
- Manage and direct any additional teaching assistants.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the school's consequence system to manage behaviour constructively.
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles.
- Provide key worker support to students with high needs, including liaising with parents.

- Provide TA support in lessons as needed.
- Support the development and effectiveness of the team, within the overall Inclusion Team.
- Take an active role in the training and appraisal of any additional TA's and disseminate best practice.
- Establish constructive relationships with other agencies/professionals where appropriate in order to support the learning and progress of students.

### **General Whole School Responsibilities**

- Attend weekly TA morning briefings.
- Attend weekly Inclusion meetings.
- Attend INSET days and additional training as appropriate.
- Read and respond to school bulletins/staff room notices.
- Check notice board and email daily.
- Comply with all school policies on child protection, health and safety, confidentiality and data protection.
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

### **Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

### **Notes:**

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.