Midsomer Norton Schools Partnership

Home School: Knowle DGE Academy

Job Description: Higher Level Teaching Assistant / Higher Level Learning Facilitator – Level 4

Grade MNSP 6 SCP 18 - 22

Responsible to: Classroom Teacher/Designated Supervisor

Hours of Work: 37 hours per week, term time only including 5 insets

8.30-4.30 Monday-Thursday
8.30-2.30 Friday

Job Purpose:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils 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.

Main Duties & Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
- Develop a significant knowledge of pupils' individual special educational needs and implement appropriate strategies as outlined on the students' profile.
- Promote the inclusion and acceptance of all pupils.
- 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.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

- To provide pastoral support for pupils, within an agreed system of supervision.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.
- Supervise whole classes including tutor groups, occasionally, during the short term absence of the teacher or tutor, register students, deliver set activities and maintain good order.
- Support the role of the tutor, including the delivery of small group activities or mentoring within an agreed system of supervision.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Take a lead in developing and implementing a range of strategies to develop students' basic literacy and numeracy skills.
- 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.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Line management responsibilities

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

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed

- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.
- During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Evidence of a good basic education, especially in English and Maths
A friendly and courteous manner.
Experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.
Ability to relate well to both children and adults
Good understanding of principles of child development and learning processes.
Understanding of statutory frameworks relating to teaching and special educational needs.
Ability to organise, lead and motivate a team.
Attainment of the Higher Level Teaching Assistant standards or qualified teaching status.
Training in the relevant learning strategies e.g. literacy, numeracy and/or specialist skills/training in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE (Council for Awards in Children's Care and Education) etc.
Full working knowledge of national curriculum and other relevant learning programmes/strategies/codes of practice.

Basic understanding and use of technology ie Microsoft Office, Internet, email, use of photocopiers etc
Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Ability to self-evaluate learning needs and actively seek learning opportunities
Desirable
Appropriate knowledge of general first aid

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Post Holder:

Name: _____

Signature: _____

Date: _____