

## Job Description

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**Job title:** Higher Level Teaching Assistant  
**Reports to:** SENCo  
**Location:** Leigh Academy Bexley

### Job purpose

To deliver the curriculum to classes through working collaboratively with teachers and teaching assistants in the whole planning cycle and the management/preparation of resources. To ensure progress for all students by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, whilst providing support for students with medical, personal care and behavioural needs.

### Scope for Impact

- Plan and prepare lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans;
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to students' needs;
- Contribute to the planning of and lead opportunities for students to learn in out-of-school contexts in line with the academy's policies and procedures;
- Provide detailed 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;
- Support the teaching of the full curriculum. Be familiar with lesson plans, Provision Plan targets and learning objectives;
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop;
- Use behaviour support strategies, in line with the academy's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others;
- Organise and safely manage the appropriate learning environment and resources;
- Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance;
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times;
- To provide cover for teachers who are absent, when appropriate.

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.