



Hyde High School

Job description: Higher Level Teaching Assistant – Science Department Grade: F Working pattern: 36 hours per week, term time only	
Responsible to	Head of Science
Core Role	The post-holder will take a key role in supporting the Science Department to address the needs of pupils and to overcome barriers to learning and raise standards of achievement. Responsibilities will include in-class support as well as planning, preparing and delivering learning activities for individuals or small groups. Assessment and reporting relating to these activities are other key aspects of the role.
Key responsibilities	
Support for pupils	<ul style="list-style-type: none">• Assess the needs of pupils and use subject knowledge to support their learning.• Supervise and provide support for identified pupils, enabling their access to learning activities.• Establish excellent learning relationships with pupils and have an awareness of their individual needs.• Act as a positive role model, setting high standards and expectations.• Foster effective learning habits including pride in presentation, resilience, independence and time management.• Promote the inclusion and acceptance of all pupils.• Encourage pupils to interact and work cooperatively with others and engage in all learning activities.• Promote pupils' self-esteem and independence.• Organise the necessary resources for learning activities.• Provide feedback to pupils in relation to progress and achievement.• Support pupils to access subject-specific learning resources as appropriate.• Support the reintegration of pupils into lessons following absence.
Support for teachers	<ul style="list-style-type: none">• Support a purposeful and orderly learning environment.• Deliver agreed interventions, record progress and provide feedback and reports as necessary.• In liaison with the class teacher, plan challenging lessons for small groups or individuals appropriate to the needs of all learners in the group.• Use in-class strategies, in liaison with the teacher, to support pupils to achieve learning goals.• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.• Support constructive relationships with parents/carers and contribute to meetings to provide feedback in relation to attainment and progress.• Administer and assess routine tests, invigilate exams and undertake routine marking of pupils' work as required.• Provide administrative support to the Subject Leader as required.
Support for the department	<ul style="list-style-type: none">• Deliver structured and agreed learning activities and teaching programmes relevant to pupils' needs.• Support pupils' use of ICT in learning activities and develop their competence and confidence in its use.

	<ul style="list-style-type: none"> • Cover for absent colleagues within the department delivering up to 5 lessons per week with work set by teaching staff. • Attend and participate in relevant meetings as required.
Support for the school	<ul style="list-style-type: none"> • Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop. • Respect and support the role of other professionals. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at break or lunchtime as required. • Support pupils' smooth transition between educational phases. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and/or take responsibility for a group as directed. • Carry out the role of Form Tutor as required. • Act as a First Aider (training provided). • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Undertake any other reasonable duties at the request of the Headteacher. <p>This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.</p>
<p>All adults at Hyde High School are expected to:</p> <ul style="list-style-type: none"> • actively promote the school's positive ethos and values; • subscribe to the priorities within the School Improvement Plan; • play a full part in the life of the school community; • comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection; • be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. <p>Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.</p>	