

## Job Description **Higher Level Teaching Assistant- Mandarin**

<b>Job Title</b>	<b>Higher Level Teaching Assistant- Mandarin</b>
<b>Grade</b>	<b>2020 Scale 5</b> (2019 Band 3 (to mid point))
<b>Reports to</b>	Head of MFL
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	<p>To prepare and teach Mandarin classes to a Yr7 class for four periods per week (and prepare directed work for an extra four periods per week)</p> <p>To work with teachers as part of a professional team to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.</p> <p>HLTAs work under the professional direction of a teacher and within an agreed system of supervision.</p>
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>● Use detailed knowledge and specialist skills to support and progress pupils' learning</li> <li>● Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.</li> <li>● Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all pupils including those of high ability and SEN.</li> </ul>
<b>Duties</b>	<p><b><u>Teaching</u></b></p> <ul style="list-style-type: none"> <li>● To meet (or be working towards) Teacher Standards as outlined by The Department for Education</li> <li>● To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subject/s</li> <li>● To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.</li> <li>● To set homework and mark in line with school policies.</li> <li>● To assess, record and report on pupils' progress.</li> <li>● Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans</li> </ul>

- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required.
- To implement school policies.

### **Teaching Assistant**

- To work with teachers as part of a professional team to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.
- Organise an appropriate learning environment
- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
- Work in collaboration with other learning support assistants in the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs

	<ul style="list-style-type: none"> <li>● Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>● Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>● Provide feedback to pupils in relation to progress and achievement</li> <li>● Use ICT effectively to support learning activities and develop pupils' competence and independence in its use</li> <li>● Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li> <li>● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>● Contribute to the overall ethos/work/aims of the school</li> <li>● Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line managers.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>● The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

## HLTA Level 1 (M)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience (Preferable) Meet Higher Level Teaching Assistant standards
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid Understand classroom roles and responsibilities and your own position within these
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Full working knowledge of ICT to support learning
<b>Communication</b>	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Mandarin Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment
	SEND	Successful completion of training to support SEND if appropriate
	Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate Understanding of statutory frameworks relating to teaching
	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others