



JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant **Grade:** Grade 4
Allowance: SEN

2.1. JOB PURPOSE

- 1.1 To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals or groups of learners for up to 60% of annual contracted hours and monitoring, assessing, recording and reporting learner's achievement, progress and development.
- 1.2 To be responsible for the management and development of a specialist area within the academy, training teaching assistants and monitoring their work.
- 1.3 To be flexible and willing to work directly with all learners within Mayfield School.

2. DUTIES AND RESPONSIBILITIES

Support for Learners

- 2.1 Assess the needs of the learners and use detailed knowledge and specialist skills to support learning
- 2.2 Establish productive working relationships with learners, acting as a role model and setting high expectations
- 2.3 Develop and implement learners EHCPs.
- 2.4 To lead and monitor intervention sessions for learners who require it
- 2.5 Promote independence and provide appropriately pitched feedback to learners on their progress and achievement

Support for the Teacher(s)

- 2.6 In an emergency supervise the class until the teacher returns or alternative arrangements are made. During a longer planned absence of a teacher, deliver planned lessons and supervise work set by the teacher.
- 2.7 Organise and manage appropriate learning environments and resources within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- 2.8 Implement and evaluate specific curriculum plans and activities prepared by teachers to meet the individual needs of the learners.
- 2.9 Monitor and evaluate learner responses to learning activities through a range of assessment and monitoring strategies.
- 2.10 Provide objective and accurate feedback as required on learner achievement and progress, supported by appropriate evidence on Evidence for Learning.
- 2.11 Assist in the relentless role modelling of positive behaviour and promote self-control and independence.
- 2.12 Support the role of parents in learner's progression and contribute /lead meetings with parents to provide constructive feedback on learner's progress and achievement.
- 2.13 Support teachers in the development and monitoring of the curriculum, assist in producing schemes of work and participate in moderation activities.

- 2.14 Use IT and assistive technology effectively to support learning activities and develop learner's competence and independence in its use.
- 2.15 Select and prepare resources necessary to lead learning activities, taking into account individual learner's needs.

Support for Mayfield School

- 2.16 Lead for the whole school in a designated specialist area linked to the TA role and share expertise and skills with others through regular training and briefings
- 2.17 Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in the classroom.
- 2.18 Be responsible for promoting and safeguarding the welfare of learners you are responsible for or come into contact with.
- 2.19 To ensure learners tasks are carried out with due regard to Health and Safety.
- 2.20 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.21 To adhere to the ethos of Mayfield School:
 - To promote the agreed vision and aims of the college.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and progression evenings.
- 2.22 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of Mayfield School.

In addition to the duties normally expected of a teaching assistant, this role will encompass the day to day monitoring of teaching assistants within the college.

3. SUPERVISION RECEIVED

- 3.1 **Supervising Officer's Job Title:** DHT and AHOS for quality of education
- 3.2 **Level of Supervision**
 - Left to work within established guidelines subject to scrutiny by line manager.

OBSERVANCE OF ALL MAYFIELD AND TRUST POLICIES IS REQUIRED

Job Title: Higher Level Teaching Assistant

Grade: Grade 4

Allowance: SEN

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P =

Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ol style="list-style-type: none"> 1. Minimum of 5 years' experience as a teaching assistant, within the last 10 years 2. Experience of supporting young adults in Literacy, Numeracy and working with SEN groups and individuals 3. Experience of using ICT effectively 4. Knowledge of policies and codes of practice/legislation 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
SKILLS AND ABILITIES (E.g.: Written communication skills, dealing with the public)	<ol style="list-style-type: none"> 1. The ability to prepare, implement and assess lessons and monitor progress. 2. Ability to undertake a range of teaching activities with confidence including leading whole group and small group interventions and monitoring impact 3. A good understanding of development and learning processes for SEND learners 4. The ability to follow instructions from the teacher and also be able to work independently 5. To make effective contributions to the team as appropriate 6. The experience of and the ability to deal positively with young adults and parents 7. The ability to manage behaviour effectively 8. Show initiative and work independently 9. Good communication and interpersonal skills 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	<ol style="list-style-type: none"> 1. Willingness to undertake further professional training as appropriate 	<p>AF/I</p>
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<ol style="list-style-type: none"> 1. Relevant level 3 qualification or teaching qualification 2. Level 2 qualifications in Maths and English 3. HLTA status or working towards is desirable but not essential as support will be given to be able to gain HLTA status 4. Good IT skills 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
OTHER	<ol style="list-style-type: none"> 1. A flexible and positive attitude 2. Competent and organised 3. Patient 4. Enjoy working with young adults 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>



CONTRA INDICATION	1. Criminal convictions involving offences against children or adults.	AF/I
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY