



## **Job Description and Responsibilities**

### **Post Title: Higher Level Teaching Assistant**

#### **1. Main purpose of Job**

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 when required for whole classes/small groups and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

#### **2. Accountability**

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- 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.
- 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, marking 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.
- Administer and assess/mark tests and invigilate exams/tests.



## **NEW HORIZONS CHILDREN'S ACADEMY**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Implement Individual Education/Behaviour Plans and Personal Care Programmes.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities.
- Provide feedback to pupils in relation to progress and achievement.
- Support the development and effectiveness of the team, providing supervision and mentoring to other Teaching Assistants.
- Participate in training and other learning activities and performance development as required.

### **3. Person Specification**

- Previous experience of working with children in a learning environment.
- Flexibility – willing to adapt to unexpected changes
- Have been awarded Higher Level Teaching Assistant Status.
- Excellent numeracy and literacy skills, equivalent to level 2 in English and Maths.
- Training in relevant learning strategies, e.g. literacy.
- Specialist skills/training in curriculum or learning area, e.g. ICT.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Excellent organisational and interpersonal skills
- Ability to relate well to children and adults
- Ability to work on own initiative

### **4. Organisation**

The post holder will be directly line managed by the Headteacher or Deputy Headteacher.



## **NEW HORIZONS CHILDREN'S ACADEMY**

The post holder will be required to deliver teaching and learning activities to whole classes in the absence of the teacher.

The post holder will have daily contact with staff throughout the school, pupils, parents and Trust staff.

### **5. Financial Accountabilities**

The post holder will have no direct finance responsibility

### **6. Working Environment**

The post holder will be based within a school.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at The Goodwin Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. As this role is a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



#### 1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### 1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

#### 1.6 Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.