**Job Description Higher Level Teaching Assistant / Outreach Worker**

**Responsible to**: Headteacher, Assistant Headteacher

**Main purpose of the job:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Leading and delivering learning objectives to children and young people as directed, when the teacher is absent or engaged in catch-up with targeted groups

To represent Acorn as an Outreach worker, leading individual sessions with vulnerable students, following a prescribed scheme of work.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school.

**Main responsibilities and Duties:**

* Work in partnership with teachers, within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher, eg during the teacher’s PPA time. Or whilst Teaching staff engage in small group catch up activities.
* Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher.
* Use own initiative to assess and evaluate pupils’ needs and lead the delivery of learning activities by application of specific skills, knowledge and experience with pupils and area of curriculum, as agreed with the teacher under an agreed system of supervision.
* Represent Acorn in delivering high quality, measurable Outreach sessions. The intent of which being to restore student relationships with mainstream learning.
* Establish productive working relationships with pupils, acting as role model and setting high expectations.
* Monitor, evaluate, record and provide reports on pupils’ responses and progress within agreed strategies. Providing objective and accurate feedback to the class teacher as required.
* Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognising and responding to individual needs.

**Additional Responsibilities and duties**

**Develop and maintain working relationships with other professionals**

* Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the School.
* Participate in staff meetings and contribute to the development of policies and procedures related to classroom management.

**Contributing to the Management of student behaviour and security**

* Encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have a clear understanding of child protection issues and policies.
* Undertake breaktime and lunchtime supervision duties as required.

**Review and develop own professional practice**

* To participate in Performance Management cycle and undertake training and professional development as appropriate.

**To promote the safeguarding of children**

* Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.
* To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School
* To carry out the duties and responsibilities of the post, and relevant Health and Safety guidance and legislation
* To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.