



## Job Description

<b>Post Title:</b>	Higher Level Teaching Assistant (KS3/4)
<b>Purpose of Post:</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision and to enable students to progress with their learning by demonstrating specialist knowledge and understanding – subject-based, linked to a specific area, or pastoral. This post will also include covering for teachers in their absence.</p> <p>To contribute to enabling students to enjoy learning and to achieve by stretching educational targets and by assisting with the planning, delivery and evaluation of learning activities for whole classes, groups and individual pupils. Specified work may be delivered to whole classes, without the presence of a teacher, to cover unplanned absences. Assist with development of other Teaching Assistants.</p>
<b>Reporting To:</b>	Head of Faculty
<b>Grade:</b>	8 (points 15 - 18)
<b>Hours:</b>	1301 hours per annum. 33.75 hours per week 8:20am - 3:45pm Monday to Friday with a 40-minute unpaid lunch break, term time only plus a balance of 18 hours to attend training days and other events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs. There will also be a requirement to work until 4.30pm one day per week (to be negotiated upon application) to assist with the Homework Club. Payment for this will be claimed separately.
<b>Main (Core) Duties</b>	
<p>The person appointed would be expected to:</p> <ul style="list-style-type: none"> <li>• Be linked to a faculty, developing expertise in that area, knowledge of curriculum and marking criteria.</li> <li>• Demonstrate a good working knowledge of the subject.</li> <li>• Attend training sessions and meetings as necessary.</li> <li>• Run and/or support revision sessions either/or during lunch and after school.</li> <li>• Assist the faculty and teachers, by providing a high level of support, in the delivery of the curriculum.</li> <li>• In collaboration with teaching staff, construct and use teaching and learning objectives to plan and prepare challenging learning programmes, planning your own role in lessons and adjusting as appropriate within frameworks set by the teachers.</li> </ul>	

- Advance and support students' learning in a range of classroom settings, including working with individuals, small groups and covering whole classes where the assigned teacher is not present, delivering pre-determined learning activities whilst ensuring pupil safety and facilitating students' emotional development.
- Monitor, evaluate and report back individual students' needs, their engagement in activities and their achievement of the desired learning objectives, thus contributing, maintaining and analysing records of students' progress.
- Monitor students' responses to learning tasks and modify their approach accordingly.
- Support students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development.
- Build and maintain successful relationships with students; respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
- As a fully integrated member of the School, be responsible for working to and upholding School policies, procedures and statutory frameworks that directly impact on work with students.
- Ensure the general safety and welfare of students by being aware of Health and Safety guidelines, reporting accidents to appropriate personnel.
- Provide personal care for students with SEND within the Schools policy guidelines.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Act as a Mentor, monitoring and recording student progress and attending target setting days as appropriate.
- Liaise effectively and work positively with parents, carers and other agencies regarding the needs of individual students whilst being aware of confidentiality issues.
- Offer a high level of support, demonstrate and promote the positive values, attitudes and behaviour expected from the students with whom they work.
- Develop inclusion by facilitating participation and learning; help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers whilst promoting independent learning.
- Demonstrate effective classroom management and organisation by implementing strategies to encourage a high standard of behaviour in line with the Schools behaviour policy which contributes to a purposeful learning environment.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of students' needs and interests.
- Provide extensive support to teachers in evaluating student progress through a range of assessment activities and liaise with pastoral staff where appropriate.
- Use clearly structured teaching and learning activities, which interest and motivate students, and advance their learning.
- Communicate effectively and sensitively with students to support their learning.
- Be able, where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
- Develop and maintain positive relationships with colleagues and other professionals.
- Reflect and improve own practice, including through observation, evaluation and discussion with colleagues.
- Facilitate students' physical, emotional and educational development by contributing to the planning of opportunities for students to learn through outdoor activities, visits and trips which may, on occasion, involve working out of hours in accordance with School policies and procedures.
- Carry out Clerical/Administrative work as appropriate.
- Supervise students during social times, carrying out site patrols & duties as directed.
- Be expected to work across the faculty as directed by the Head of Faculty.

<b>Additional duties to include:</b>
<ul style="list-style-type: none"><li>• As part of a team of support staff, provide assistance with the invigilation of examinations if required.</li><li>• As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.</li><li>• To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in school policies and procedures including Health &amp; Safety.</li><li>• As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</li><li>• May be required to be an appointed person for first aid (following training).</li><li>• May be required to accompany and supervise students on educational visits.</li><li>• As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities.</li><li>• To carry out such other duties which may be required from time to time within the grading of the post.</li><li>• To work across Lutterworth College where appropriate – this may mean working in more than one school.</li></ul>