



## The King's School Job Description

HIGHER LEVEL TEACHING ASSISTANT	
<b>Purpose:</b>	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision within Skills for Learning, Maths, English and Science departments. This will involve planning, delivering, marking and providing feedback for learning activities for individuals and/or groups, under the guidance of teachers and our SENCo.
<b>Reporting to:</b>	SENCo, Deputy Headteacher (Inclusion), Headteacher
<b>Liaising with:</b>	Alternative Curriculum teacher, Specialist SEN teacher, SENCo Assistant, HODs (Maths, English and Science)
<b>Working time:</b>	30 hours per week between the hours of 08:50 and 15:30
<b>Salary/grade:</b>	HTLA Scale D (£11,866-£13,346)
<b>Disclosure level</b>	Enhanced
<b>Support teachers by:</b>	<ul style="list-style-type: none"> <li>• Helping in the organising and managing of an appropriate learning environment and resources.</li> <li>• Providing objective and accurate feedback and reports to the SENCo as required on student achievement, progress and other matters.</li> <li>• Working within an established discipline policy to anticipate and manage behaviour constructively, promoting independence.</li> <li>• Helping in administering and assessing tests and invigilating exams/tests, as part of AS or within the exam period.</li> <li>• Producing amended lesson plans, worksheets, plans, etc. to support specific students with specific learning difficulties.</li> <li>• Being prepared to cover classes in emergency situations (as Cover Supervisor).</li> </ul>
<b>Support students by:</b>	<ul style="list-style-type: none"> <li>• Supporting students to gain skills and strategies to become independent learners.</li> <li>• Helping in assessing the needs of students and using knowledge and skills to support students' learning.</li> <li>• Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.</li> <li>• Promoting the inclusion and acceptance of all students.</li> <li>• Supporting students consistently whilst recognising and responding to their individual needs.</li> <li>• Encouraging students to interact and work co-operatively with others and engaging all students in activities.</li> <li>• Promoting independence and employing strategies to recognise and reward achievement of self-reliance.</li> <li>• Assisting in the monitoring of students' work, giving appropriate feedback to ensure that progress is made.</li> </ul>



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<b>Support the curriculum by:</b>	<ul style="list-style-type: none"> <li>• Liaising with teachers to identify areas to focus on, and supporting students to prioritise workload.</li> <li>• Supporting the provision of alternative curriculum programme by delivering appropriate alternative awards/qualifications. This may include (but not exclusively) Additional Studies lessons, ASDAN, Life Skills, Entry Level ICT, Entry Level Science and Entry Level Maths, specific literacy interventions, Write On, numeracy interventions and PP support.</li> <li>• Assisting in the planning of appropriate lessons to meet the needs of specific students.</li> <li>• Supporting the learning of individuals or small groups of students under the direction of the SENCo /Skills teachers.</li> <li>• Having the flexibility to support a range of subjects across the curriculum in both KS3 and KS4.</li> </ul>
<b>Support the school by:</b>	<ul style="list-style-type: none"> <li>• Being aware of and supporting differences and cultural diversity, ensuring all students have equal access to opportunities to learn and develop.</li> <li>• Contributing to the overall ethos/work/aims of the school.</li> <li>• Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.</li> <li>• Recognising own strengths and areas of expertise and using these to support others.</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• Taking part in the school's staff development programme.</li> <li>• Continuing personal development in the relevant areas, committing to improve own practice through self-evaluation and awareness.</li> <li>• Engaging and contributing actively in the appraisal process which may include the appraisal of others.</li> </ul>
<b>Other specific duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.</li> <li>• To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.</li> <li>• To actively promote the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health &amp; Safety policy.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Safeguarding the students is of the highest importance to us – <b>all staff will require enhanced DBS disclosure.</b></p>	