

The Bicester School

Higher Level Teaching Assistant

Line Manager – HOD relevant Department

LEVEL 3 (Grade 8)

To complement the professional work of teachers by taking responsibility for agreed learning. This will involve planning, preparing and delivering lessons for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

TEACHING RESPONSIBILITY

HLTAs will be expected to teach approx. 15 hours per week. (Teachers are expected to teach 22 hours per week.). Classes should be a manageable size, usually no larger than 20-22 students.

The 17.5 additional hours to achieve 32.5 hours per week will include 3 hours planning time, marking of students' work, one-to-one support for students, curriculum resource development, designated admin work by Head of Dept. etc.

SUPPORT FOR PUPILS

- 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
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- With support and oversight of Head(s) of Department, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

- Monitor and evaluate pupil responses to learning through a range of assessment 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
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning to pupils, adjusting activities according to pupil responses/needs. (This will usually be to lowest sets at Key Stage 3)
- 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
- Advise on appropriate deployment and use of specialist aid / resources / equipment

SUPPORT FOR THE SCHOOL

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school or Head of Department
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Selection Criteria

Experience

- Experience working with children of relevant age in a learning environment

Qualifications/Training

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- Training in relevant learning strategies e.g. literacy
- Specialist skills/training in curriculum or learning area e.g. Maths, English or Science

Knowledge/Skills

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Ability to organise, lead and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these