



Westbury on Trym CE Academy



JOB TITLE	Level 4 Higher Level Teaching Assistant
GRADE	Bristol Grade 9
MANAGED BY	Headteacher/Deputy Headteacher

Purpose of the Job

To provide support for the organisation and development of learning activities and the social / emotional development of children on an individual or group basis, under the general direction of the line manager.

To undertake cover in the absence of the teacher and to cover for PPA time which includes lesson planning, delivery and marking.

Key Job Outcomes

1. Support for children's learning

Following work plans complying with the policies and procedures of the school, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child's individual education plan and in class plans through:

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- developing the physical, emotional and educational development of children
- supervising and encouraging safe behaviour of individual and groups
- analysis of achievement to develop reinforcement of structured learning habits
- under the supervision of the line manager, providing guidance on routine work programmes to pupils/colleagues

which meets defined targets for accessing the curriculum as set by the line manager.

2. Support for the learning environment

Assist in the provision of a welcoming, stimulating environment and the smooth running of the school.

- develop work plans, complying with the policies and procedures of the school, and prepare, store, retrieve, sort and display materials, finished work, equipment, curriculum work plans and/or assignment documents to provide an effective learning environment as determined by the teacher
- promote the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- develop, monitor, and review children's learning plans to recommend appropriate progression for decision by the teacher
- support invigilation and assessment processes, recording, keeping and retrieving accurate records and following defined procedures

- supervise the work of support staff colleagues/placement students, as required and defined by the line manager, to develop continuity and consistency in the work of the support team

which achieves the attainment of standards in learning progress by the school required by the Head and Governors, the LA and the Office for Standards in Education [OFSTED].

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom by:

- provision of personal, social, hygiene, welfare and behaviour support
- providing intervention to promote the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison and contacts with other agencies
- reporting concerns about progress, identifying solutions with the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner.
- assisting with the assessment by the teacher of individual children's development through observation, selection of appropriate intervention processes, creation and retrieval of records, discussion with colleagues and teachers
- leading on an aspect of school life/curriculum area - undertaking school visits as required
- fostering and applying a supportive relationship with all children, including working in and out of the school location, outside the classroom and school site and in particular to promote acceptance and integration of children with special educational needs
- working, as directed by the Head Teacher/Senior Leader and/or playworker supervisor, for 30 minutes on school lunchtimes (where required for occasional absence cover - this will be paid at BG6) to supervise and support pupils in the dinner hall and/or playground

to promote the social, emotional and behavioral standards defined by school and LEA policies and procedures.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Westbury on Trym CE Academy, and its commitment to safeguarding equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- D. Fulfil wider professional responsibilities through:
 - Making a positive contribution to the wider life and ethos of the school

- Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Taking responsibility for improving services through appropriate professional development, responding to advice and feedback from colleagues
- Communicating effectively with parents/carers

Manager: Headteacher

Date of Job Description: November 2022