



Job Description

Higher Level Teaching Assistant for Primary Additionally Resourced Provision

Main Purpose

- ❖ To teach pupils with severe complex learning difficulties under the guidance of the Lead Provision Teacher.

Summary of Responsibilities

Support for Pupils

- ❖ Demonstrate a thorough and up-to-date knowledge of the teaching of 4 to 11 year old pupils with complex learning difficulties, taking account of any wider curriculum developments.
- ❖ Work positively with individuals or groups enabling children to fully engage and challenging their learning.
- ❖ Consistently and effectively plan and lead learning experiences to meet the pupils' individual learning needs.
- ❖ Be aware of and working in line with the SEN Code of Practice 2014 at all times
- ❖ Positively promote the vision and values of the school at all times acting as an ambassador, actively promoting high standards.
- ❖ Promote positive behaviour patterns, raise self-esteem, and improve independent working in pupils to assist in their education and growth.
- ❖ Assist with the development and implementation of children's Educational and Health Care Plans plus other support plans.
- ❖ Use resources to support the children's Speech and Language plus other aspects of need.

Support for Teachers

- ❖ Assess pupils' achievements and progress in accordance with arrangements agreed within the school
- ❖ Monitor the welfare of pupils, taking action where appropriate
- ❖ Use strategies, in liaison with the teacher, to support all learners to achieve learning goals.
- ❖ Take an active role in the planning and adaptation of learning activities using the children's individual targets.
- ❖ Monitor pupils' responses to learning activities and accurately record achievement and progress and share this information with the teacher and LSAs.
- ❖ Promote positive behaviour, dealing promptly with disruption and disregulation in line with established policy and encourage pupils to take responsibility for their own behaviour.
- ❖ Establish constructive and supportive relationships with parents/carers and pupils.
- ❖ Create and maintain a calm, supportive, and inclusive environment.

Support for the Curriculum

- ❖ Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupils' individual needs and responses.
- ❖ Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- ❖ Use ICT to support learning activities and develop pupils' independence.
- ❖ Prepare and adapt resources to support the learning of groups or individuals.

Support for the School

- ❖ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- ❖ Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- ❖ Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- ❖ Attend and participate in relevant development, training and meetings.
- ❖ Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- ❖ To ensure children are offered a safe environment.
- ❖ To undertake any other duties within the school as requested by the Headteacher or Senior Leadership Team.

All Staff at Burnt Ash primary School are expected to maintain our agreed standards

Staff at Burnt Ash Primary will:

- ❖ Be ambassadors for the school.
- ❖ Embrace a challenging culture - where only the best is good enough
- ❖ Demonstrate a positive mind-set - aspiring to be the best they can be and support others to do the same.
- ❖ Communicate in a clear and positive manner to different audiences – children, parents, staff and visitors. They will use appropriate body language and non-verbal expression.
- ❖ Role model politeness and respect to others – including colleagues, children and parents.
- ❖ Use time efficiently, both their own and others'.
- ❖ Be proactive regarding their professional development and learning.
- ❖ Be reflective about their own practice and consider its impact.
- ❖ Be creative and prepared to try out new ideas.
- ❖ Always role model high expectations.
- ❖ Dress in a smart, professional and appropriate manner.