

Educational Teaching Manager (Higher Level Teaching Assistant) Grade 9

Job purpose

You will bring your expertise and professional discipline in making an effective contribution to the teaching and learning strategies within school.

In your role, you will complement the professional work of teachers by:

- Take responsibility for agreed learning activities under an agreed system of supervision including working within professional standards.
- Plan, prepare and deliver a range of purposeful learning activities for individual, small groups or whole classes. You will be provided planning time during your working hours.
- Support the monitoring and evaluation of pupils' progress and achievements using a range of assessments as agreed.
- Apply your understanding and knowledge in the use of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Lead and motivate other support staff, providing guidance and direction to ensure the teaching and learning objectives are embedded.

Key areas of responsibility and expectations

- Work alongside and under the guidance of Senior Leader, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Teaching and Learning Provision

- Assist and collaborate with teacher in the short-term planning and implementation of a specific curriculum area or areas as designated and to record and monitor pupils learning.
- Ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils.
- Working in collaboration with the teacher to supervise activities and the general management and control of pupils in the school.
- Working within the framework set by the teacher promote pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.
- Responsible for planning your role and specified activities to reinforce the teacher's lesson aims and objectives, providing feedback to pupils and colleagues on learning and behaviour.
- Responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
- Contribute effectively to the research selection and preparation of teaching resources that meet the diversity of pupils needs and interests.
- Use IT effectively to support learning activities and develop pupils' competence in its use.
- Collaborate with the teacher in the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.

Pupils/Student Support and Supervision

- Undertake the delivery of a specific curriculum/aspect to one-to-one, small group, class of pupils using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies.
- Promote the support and inclusion of all pupils in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils to achieve.
- Monitor and evaluate pupils' responses to the learning tasks and modify approaches accordingly.
- Monitor and evaluate pupils' participation and progress through a range of assessment activities and provide constructive support and feedback to pupils/students as they learn and report back to the teacher as specified.
- Contribute to the maintaining and analysing of pupils' records of progress as specified within the teacher's framework.
- Organise and manage safely the learning activities, the physical teacher space and resources within the designated area of responsibility.

Leadership, Development and Supervision of Staff

- To assist in the co-ordination of a team of teaching assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- Involved in the 'induction' of support staff, with particular reference to school policy and ethos, behaviour management strategies and learning strategies and learning strategies used by particular teachers.

- Provide guidance and appropriate leadership to staff relating to specified learning, programmes and performance management, referring complex issues and matters of discipline etc to Senior Leader.
- Consult and attend meetings with Senior Leader regarding pupil and staffing arrangements as required.

Curriculum Activities

- Maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- Contribute to the presentation of pupils' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.
- Attend and contribute to duty related meetings as required.
- Participate and contribute to team meetings as designed by Senior Leader.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Recent experience as a Teaching Assistant in an educational environment.	Essential
Experience of working with children/young people.	Essential
Experience of planning and leading learning activities.	Essential
Minimum NVQ Level 4 (Degree level) or able to demonstrate equivalent skills.	Essential
Professional qualification applicable to the role (e.g. Level 3 Supporting Teaching & learning in school) or able to demonstrate equivalent skills.	Essential
Understanding of Child Protection and Safeguarding Procedures.	Essential
Working knowledge of relevant policies/codes of practice/legislation.	Essential
Understanding of effective teaching methods.	
Working knowledge of National Curriculum and other relevant learning programmes.	Essential
Understanding of principles of child development and learning.	Essential
Experience of delivering structured learning programmes including the monitoring and evaluating of progress.	Essential
Commitment to ongoing personal training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Ability to plan, prepare and deliver learning to children which support individual needs and learning objectives.
Ability to use IT and appropriate technology to support learning and to provide accurate reports.
Understanding of school routines, relevant policies and codes of practice.
Ability to work with the whole school team and engage professionally with pupils, colleagues, parents, stakeholders and professionals.
Demonstrates ability to manage behaviour effectively and ensure a safe learning environment.
Understanding of Child Protection, safeguarding policies and procedures.
Ability to inspire, motivate and challenge children/young people.
Ability to supervise/coordinate a team including task allocation and performance management.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	42120
Last Updated	June 2024		

Contractual Variants

DBS Category	Children' Workforce	DBS Type	Enhanced + Child Barred List
Health Check	Yes	Checked by HR	Yes