

Job Description

Higher Level Teaching Assistant



Job Category: Educational Support Staff
Reports to: Teacher or Headteacher (or another designated person)
Line manages: N/A

Purpose of the Role

To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed. Postholder to take responsibility for the management of Teaching Assistants across the school and/or the development of a specialist area.

Key Duties and Responsibilities

- Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations as well as develop and implement IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognizing and responding to individual needs. Postholder to encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement.

Support for Teachers

- Organise and manage appropriate learning environment and resources, to include the planning of challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. Providing substantiated, objective and accurate feedback and reports as required, supporting the role of parents' in pupils learning and contribute to/ lead meetings with parents.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To produce lesson plans, worksheet plans etc. and administer and assess/mark tests and invigilate exams/ tests.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Postholder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds. Advising on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Comply and assist 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 to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school. In liaison with the teacher, postholder also to establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, taking the initiative as appropriate to develop multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within established guidelines, contributing to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.
- As a member of the school or unit Management Team, the postholder is responsible for supporting the work of an individual or team of Teaching Assistants. This may involve appraisal and/or training as appropriate.
- Allocation and monitoring of work on a daily or regular basis.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.