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**BODMIN COLLEGE**

**HIGHER LEVEL TEACHING ASSISTANT (CATCH-UP SUPPORT)**

**ADDITIONAL INFORMATION**

Specific details relating to this post are detailed below. The generic HLTA job description and person specification are also available.

Main duties and responsibilities are:-

* Demonstrate strong subject knowledge. Maths and/or Science desirable.
* Plan and deliver small group intervention and 1:1 tuition for all year groups in line with the curriculum and across a range of subjects for students adversely affected by recent school closures.
* Complete ongoing assessment giving verbal and written feedback to pupils/class teachers/senior leaders/catch-up coordinator as appropriate.
* Work co-operatively and collaboratively with class teachers including supporting classroom teachers across a range of curriculum subjects, as directed by the SENDCo.
* Establish good behaviour for learning, enabling pupils to develop independent learning skills.
* Be committed to meeting Bodmin College’s agreed standards of quality teaching.
* Maintain good order and discipline, and safeguarding the health and safety of the children.
* Participate in meetings at the school which relate to the SEND team, and relevant subject areas as appropriate.
* Support activities which contribute to the well-being of students, as directed by the SENDCo.
* Undertake any other relevant duties given by the class teacher, SENDCo or the school’s senior leaders.

January 2022