

**Job Description**

**Teaching Assistant – Level 4**

**Grade 5**

**Behaviour/Guidance/Support**

The post holder will report to classteachers, senior leaders and SENCo. Apart from other colleagues in the school, the main contacts of the job are: Executive Head Teacher, Head of School, Deputy Head, teaching staff, other support staff and pupils.

**Main Purpose of the Job:**

Take a lead role across the school in addressing the needs of pupils who require particular help to overcome barriers to learning, in particular pupils with social emotional and mental health needs.

**Main Duties and Responsibilities:**

1. Take a lead role in managing and delivering pastoral support to pupils.
2. Manage the supervision of pupils excluded from, or otherwise not working to a normal timetable.
3. Attend to pupils’ personal needs, including minor first aid and provide advice to assist in their social, health and hygiene development.
4. Undertake comprehensive assessment of pupils to determine those in need of particular help.
5. Lead and assist the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
6. Take a lead role in the provision of support for pupils with special needs.
7. Establish productive working relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
8. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
9. Take a lead role in managing the speedy/effective transfer of pupils across phases and the integration of those who have been absent.
10. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
11. Challenge and motivate pupils, promote and re-inforce self-esteem.
12. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
13. Promote the inclusion and acceptance of all pupils.
14. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
15. Organise and manage an appropriate learning environment and resources.
16. Manage liaison with schools and other relevant bodies to gather pupil information.
17. Support pupils’ access to learning using appropriate strategies and resources.
18. Work with the teacher in planning, evaluating and adjusting learning activities as appropriate.
19. Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
20. Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
21. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
22. Take the lead role in the development and implementation of appropriate behaviour management strategies.
23. Liaise with parents/carers, schools and establish relationships, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links.
24. Take a lead role in the development, implementation and monitoring of systems, relating to attendance and integration, eg registration, truancy, pastoral systems.
25. Provide curricular clerical and administrative support eg dealing with correspondence, compilation /analysis/reporting on attendance, exclusions.
26. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment.
27. Actively seek information and utilise the range of activities, courses, organisations, agencies and individuals to provide support for pupils to broaden and enrich their learning.
28. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
29. Ensure strategic processes are complied with in order to overcome barriers to learning, including eg behaviour management strategies.
30. Comply and assist with the development of policies and procedures relating to child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
31. Supervise pupils on educational visits and out of school activities.
32. Assist in maintaining high standards of health and safety at all times.
33. Maintain good relationships with colleagues and work together as a team.
34. Assist in the supervision of classroom and outdoor activities.
35. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
36. Contribute to the overall ethos/work/aims of the school.
37. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support pupil achievement and progress.
38. Attend and participate in regular meetings.
39. Participate in training and other learning activities as required.
40. Recognise own strengths and areas of expertise and use of these to advise and support others.
41. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
42. Be responsible for the provision of out of school learning activities within guidelines established by the school.
43. Contribute to the identification and delivery of appropriate out of school learning activities which consolidate and extend work carried out in class.
44. To manage the Teaching Assistant staff within the school or department under the direction of the Executive Headteacher, Head of School and Deputy Head.
45. Liaise between managers/teaching staff and teaching assistants.
46. Hold regular team meetings with managed staff.
47. Represent teaching assistants at teaching/staff/management and other appropriate meetings.
48. Undertake recruitment/induction/performance management/training/mentoring for other teaching assistants.
49. To converse at ease and provide advice in accurate spoken English is essential for the post.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school’s Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007. In addition to HLTA’s, the Regulations cover other groups of support staff who undertake ‘specified work’ at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Heads of School will ensure that the support staff member has the skills, experience and expertise required to carry out ‘specified work’. Where more demanding aspects of ‘specified work are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the Head od School should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 4 may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as planning, preparation, assessment and reporting.

 The Teaching Assistant must carry out his or her duties with full regard and commitment to the LINK Learning Trust Policies.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**