

**Job Title:** Higher Level Teaching Assistant

**Reporting to:** Class Teacher

**Grade:** 9

### **Overall Purpose of the Post:**

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during the short-term absence of teachers.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of academy life.

### **Main Duties and Responsibilities:**

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans;
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need;
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA;
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils;
- Be familiar with lesson plans, IEP targets and learning objectives;
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom;
- Use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others;
- Working with individuals, small groups and whole classes where the assigned teacher is not present;
- Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with English as an additional language;
- Contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times;
- With teachers evaluate pupils' progress through a range of assessment activities;

- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs;
- Monitor pupils participation and progress and provide constructive feedback to pupils in relation to their progress and achievement;
- Provide physical support and maintain personal equipment used by students at the academy;
- Supervise pupils at times other than during lessons according to the academy's duty arrangements;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the academy.