

Job Outline

Higher Level Teaching Assistant

Responsible to:	Line manager
Salary Grade:	Scale 5, Point 9-12
Full time/Part time:	Part time – 35 hours per week, 39 weeks per year (term time plus non-pupil days)

Job Purpose

To complement the professional work of teachers by delivering prepared lessons and covering classes for PPA time and teacher absence, as well as supporting learning in the classroom by working with individuals and small groups under the direction of the class teacher.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Supporting & Leading Learning

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- To support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take a lead role alongside the class teacher with the implementation of individual pupil support plans (i.e. EHC plans) to ensure that the school is meeting the specific needs of all pupils.
- Lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- Be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.
- To participate in required training and implement shared practice and individual feedback.

Preparing the Classroom Environment & Supporting the Curriculum

- To support the needs of the pupils and curriculum by assisting the teacher with the preparation of equipment, photocopying of materials for use in learning and by providing general clerical support for class-based tasks.
- To create and maintain a purposeful, orderly and supportive environment and assist with displays of pupils' learning.
- To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
- To support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school policies and documentation.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.