



NAME:	
JOB TITLE:	Higher Level Teaching Assistant
RESPONSIBLE TO:	Senior Leadership Team who in turn is responsible to the Headteacher
SUPERVISORY RESPONSIBILITY:	The postholder may be responsible for the supervision of the work of pupils.

Main purpose of the Job

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups or short term, whole classes. To monitor, assess, record and report on pupils' achievement, progress and development within a Year Group.

Specific Duties and Responsibilities

Support for Pupils

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom to develop and implement ISPs.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievements of self-reliance.
- To provide feedback to pupils in relation to progress and achievement.

Support for Teachers

- To plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision.
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- To work within an established behavior policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Support for the Curriculum

- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural activities.
- To manage the appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- To comply with and assist with the development and implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Responsibilities

- To liaise between managers/teaching staff, teaching assistants and a multi-disciplinary staff.
- To hold regular team meetings with support staff within designated year groups and as a whole team.
- To represent learning support assistants at teaching staff/management/other appropriate meetings.
- To undertake recruitment/induction/training/mentoring/monitoring when appropriate for other teaching assistants.

Other

- Carry out playground and other duties as directed.
- Communicate and consult with the parents/carers of learners
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

Performance management

- Participate fully with arrangements made in accordance with the Schools performance management procedures.
- Regularly review the effectiveness of your support and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in statutory training and development opportunities identified by the school.

Health and well-being

- Establish a purposeful and safe learning environment for learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-control and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Team work and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- To support and encourage positive partnerships between the home and the school.
- Providing support with displays by identifying the purpose of the display, designing the display, deciding what it will contain and gathering materials for the display.
- To assist with playground supervision ensuring all pupils safety.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues

Additional

- Respect confidentiality at all times
- Show a responsible attitude towards Health & Safety and have due regard for their personal safety and that of others
- Uphold and contribute to the development of school's equality policies and practice in respect of both employment issues and the delivery of services to the community

Exercise of particular duties

- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /