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| **JOB DESCRIPTION** | |
| Role: Higher Level Teaching Assistant  Reports to: Assistant Head/Head Teacher | Hours: 8.30-15.30 (1 hour lunch)  Pay Scale: BR7 Point 22-25 |
| **Main Purpose of the job**:  To cover classes during teacher training, PPA time or staff absence. The successful candidate will support class teachers in all aspects of their work to ensure that the curriculum is delivered effectively; the children are happy, stimulated and excited to learn. | |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES**  WORKING WITH PUPILS   * Use curricular/learning skills and experience to support pupils’ learning * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognising and responding to their individual needs * Encourage pupils to interact and work cooperatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement and good behaviour * Provide feedback to pupils in relation to progress and achievement * To lead whole class learning during the assigned teacher’s PPA time * To lead whole classes learning where the assigned teacher is not present, e.g. planning preparation and assessment time (PPA) or covering first day absence (paid at BR7)   TEACHING, LEARNING AND CLASSROOM MANAGEMENT   * Work with teachers to establish appropriate indoor and outdoor learning environments * Work with the teacher in preparing for lessons and evaluating as appropriate * Implement agreed indoor and outdoor learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of skills * Support the teacher to enable all pupils to make progress during lessons * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Help pupils to access learning activities through specialist support * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * 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 * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils’ work if appropriate and accurately record achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with incidents * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Provide general clerical/admin support, e.g. produce materials for agreed activities etc * Determine the need for, prepare and maintain general and specialist equipment resources | |

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| SUPPORT FOR THE SCHOOL   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person * Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate * Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Attend and participate in staff and year group meetings which involve planning for teaching and learning * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others * Assist in the supervision, training and development of staff when applicable * Supervise pupils on visits, trips and out of school activities as required   **Other**  To undertake such duties as are commensurate with the post and which may reasonably be required.  **Equalities**  Ensure implementation and promotion in employment and service delivery of the school’s equal opportunities policies and statutory responsibilities.  **Equal Opportunities**  *The Trust is committed to achieving equal opportunities in employment and service delivery and to safeguarding and promoting the welfare of children and young people and expects all staff and voluntary helpers to share this commitment. An Enhanced Disclosure and Barring Check with the Disclosure and Barring Service [DBS] under the Rehabilitation of Offenders Act 1974 will be required for the successful applicant.* |

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| **PERSON SPECIFICATION** | |
| Role: Higher Level Teaching Assistant  Reports to: Assistant Head Teacher/Headteacher | Hours: 8.30 – 15.30 (1 hour lunch) 30 hours per week 38 weeks per year  Pay Scale: BR7 Point 22 - 25 |
| **EXPERIENCE (Essential Requirements)**   * Experience working with children of relevant age * Experience of working with pupils with additional needs * Willingness to attend meetings and training appropriate to the role | |
| **QUALIFICATIONS/TRAINING (Essential Requirements)**   * Very good numeracy/literacy skills * A knowledge and skilled use of a range of learning styles and teaching strategies to support children’s learning * NVQ3 in teaching assistance or equivalent qualification or experience | |
| **KNOWLEDGE/SKILLS (Essential Requirements)**   * The ability to offer differentiated support depending on children’s learning needs * Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children * Has a commitment to the protection and safeguarding of children * Is willing to work within organisational procedures and processes and to meet the required standards of the role * Has the ability to use initiative when required * Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents * Can use ICT effectively to support learning * Familiarity with the Special Educational Needs Code of Practice * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Working knowledge of national curriculum and other relevant learning programmes * Understanding the principles of child development and learning processes * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these * To be able to plan and deliver activities during the lunchtime period adhering to Health & Safety | |