

JOB DESCRIPTION

JD no: 27

Job Details

Post Title	Higher Level Teaching Assistant
Responsible to	Line Manager

Purpose of job

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Responsibilities

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Responsible for assessing, recording and reporting on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
7. Develop and implement individual development plans for pupils, including attendance at, and contribution to, reviews.
8. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.
9. Liaise with external agencies on a regular basis.
10. Teaching assistants in this role are expected to undertake at least one of the following:
 - a) Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.
 - b) Provide specialist support to pupils where English is not their first language
 - c) Provide specialist support to gifted and talented pupils.
 - d) Provide specialist support to all pupils in a particular learning area (e.g. IT, literacy, numeracy).

Individuals in this role may also undertake some of the following:

1. Supervise or manage the work and development of other classroom support staff.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
3. Provide pastoral care to pupils.
4. Be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Higher Level Teaching Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Higher Level Teaching Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Higher Level Teaching Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Higher Level Teaching Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Higher Level Teaching Assistant is employed for 37 hours per week for 40 weeks.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Higher Level Teaching Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Higher Level Teaching Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.