

# Pickwick Academy Trust



## JOB DESCRIPTION

**Job Title: Higher Level Teaching Assistant**

**Responsible to:** tbc

<b>Main Job Purpose:</b>	<p>To complement the work of The Inclusion Team by taking responsibility for leading and agreed learning activities to a small group of Pupils with SEND in our Enhanced Provision room. To be responsible for the planning, delivery and monitoring of learning activities.</p> <p><i>This role may be one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time. The jobholder may carry out work specified in the regulations made under Section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.</i></p>
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### **Main Duties :**

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1.	Contribute effectively to planning and preparation of lessons for the Enhanced Provision room
2.	Work within a framework set by the Inclusion Lead, plan own role in lessons including the provision of feedback to pupils and colleagues on pupils' learning and behaviour.
3.	Contribute effectively to the selection and preparation of teaching resources to meet the diversity of pupils' needs and interests.

4.	Planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures, where appropriate.
5.	Deliver lessons to pupils, using clearly structured teaching and challenging learning activities which interest and motivate pupils and advance their independence as learners..
6.	Promote and support the inclusion of all pupils in the learning activities in which they are involved, using behaviour management strategies, which contribute to a purposeful learning environment, in line with the school's policy and procedures. Recognise and respond effectively to any equal opportunities issues which arise, eg by challenging stereotyped views, bullying or harassment, following relevant policies and procedures.
<b>Main Duties</b>	
7.	Advance pupils' learning in a range of activities, including working with individuals, small groups and whole classes where the assigned teacher is not present.
8.	Organise and manage safely the learning activities, the physical teaching space and resources.
9.	Assess and record the development, progress and attainment of pupils, and support teachers in evaluating pupils' learning needs.

<b>Supervision and Management</b>
The jobholder does not have full regular management responsibility for staff.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The jobholder regularly contributes to the planning of lessons and other learning activities and uses a variety of interpersonal skills and strategies to deliver effective lessons and to establish supportive and positive relationships with pupils, parents and carers.

### **Key Contacts And Relationships**

The jobholder coaches and mentors pupils, and formally delivers lessons to them. There is a regular need to tailor communication to the needs of the pupils.

Other key contacts are with other school staff, parents and sometimes professionals from outside the school who are involved with particular pupils.

### **Decision Making**

There will regularly be a need to make immediate (direct) decisions, without initial referral to teachers, or the inclusion lead, in relation to classroom management and the care, control and safety of pupils. Such decisions must be taken in accordance with school policies but the jobholder must select the appropriate decision.

### **Resources**

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

### **Working Environment**

The work involves standing for extended periods and also bending/crouching/stretching at times.

There is regular background noise. There is extensive contact with students and also contact with parents.

### **Knowledge and Skills**

In order to undertake the range of advanced tasks the jobholder requires knowledge and skills in matters such as the school curriculum; the age-related expectations of pupils; the main teaching and learning support methods and relevant testing/examination frameworks.

The jobholder must have been assessed by an accredited Assessor as having met the national Higher Level Teaching Assistant standards, or commit to training in order to do so.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name: ..... Date .....

Employee Signature: .....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name: .....

Date: .....