



JOB DESCRIPTION

NAME:

POST:

Higher Level Teaching Assistant

GRADE:

5 SCP 10 – 15

Relationships

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To support pupils' learning through in-class support, group work, 1:1 intervention and a range of interventions across the curriculum. To support the work of teachers by planning, preparing and delivering agreed learning activities. To work with whole classes, smaller groups or to be assigned to work with particular pupils who may have particular requirements.

Main duties & responsibilities

- To undertake the following, subject to the direction and supervision of a qualified teacher in accordance with arrangements made by the Leadership Team:
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Respond to individual pupil needs through preparation and use of specialist materials which may be used to support pupils both in the class setting and in a 1:1 or smaller group intervention.

- Encourage pupils to work independently, when appropriate, to develop greater self-confidence and independence.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Promote the inclusion and acceptance of all pupils within the classroom and ensure all pupils have equal access to opportunities to learn and develop.
- Ensure that the SEND register is up to date and teachers and teaching assistants are fully informed.
- Monitor and review the needs of pupils with SEND/PP including development and implementation of IEPs.
- Complement the professional work of teachers by taking responsibility and delivering agreed learning activities, through local and national strategies, adjusting activities according to pupil responses/needs.
- Teach and supervise classes, including acting as a cover supervisor during a teacher's absence, identifying and adopting the most effective teaching approaches for pupils across the academy.
- Assess, record and report on pupil progress and attainment. Communicate sensitively with pupils to support their learning, including verbal feedback and meetings with parents/carers.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Within an agreed system of supervision, both independently and collaboratively, plan and prepare lessons, interventions, strategies, targets and learning objectives; evaluating effectiveness and updating plans as appropriate.
- Administer and assess/mark tests including invigilation of exams and tests as required.
- Assist teachers in timetabling of lessons and curriculum as required.
- Support the organisation and delivery of pupil break times.
- Be responsible for the provision and delivery of out of academy learning activities for example, clubs and extra-curricular activities, within guidelines established by the academy.
- Keep up to date with any new initiatives and legal requirements.
- Keep up to date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils.
- Liaise between managers/teaching staff and teaching assistants and represent teaching assistants at meetings.
- Supervision and management of other teaching assistants, in one or more locations, allocating duties, providing absence cover and holding regular team meetings.
- Provide support to teaching assistants in managing their workload and in dealing with the physical and emotional needs associated with the complex demands of pupils supported.

- Contribute to the assessment of performance and the appraisal of team members, sharing best practice and arranging further training or support as identified.
- Monitor and support pupils/pupils/volunteers placed within the academy on work experience programmes.
- Establish constructive relationships and communicate with parents, carers and other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To attend and contribute to academy staff meetings and in-service training within contracted hours or outside normal hours by agreement.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.