

Job Title: Higher Level Teaching Assistant

Reporting to: Class Teacher

Grade: 7

Overall Purpose of the Post:

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during the short-term absence of teachers.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of academy life.

Main Duties and Responsibilities:

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans;
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need;
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA;
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils;
- Be familiar with lesson plans, IEP targets and learning objectives;
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom;
- Use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others;
- Working with individuals, small groups and whole classes where the assigned teacher is not present;
- Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with English as an additional language;
- Contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times;
- With teachers evaluate pupils' progress through a range of assessment activities;

- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs;
- Monitor pupils participation and progress and provide constructive feedback to pupils in relation to their progress and achievement;
- Provide physical support and maintain personal equipment used by students at the academy;
- Supervise pupils at times other than during lessons according to the academy's duty arrangements;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.