

Job Title: Higher Level Teaching Assistant

Reporting to: Principal

Grade: SCP 26-29

Overall purpose of the post:

- To complement teachers' delivery of the curriculum and contribute to the development of other support staff, pupils and academy policies and strategies
- 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 provide support for pupils, the teacher and the academy in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and 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
 - Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with academy policies and procedures
 - 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
 - Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
 - Be familiar with lesson plans, IEP targets and learning objectives
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - 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
 - In accordance with arrangements made by the Principal, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present

- Organise and safely manage the appropriate learning environment and resources
 - Promote and reinforce pupils self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
 - 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
 - Support the role of parents in pupils' learning and 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
 - To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
 - Understand and implement academy policies and procedures
 - Provide support for pupils' pastoral needs
 - Provide physical support and maintain personal equipment used by students at the academy
 - Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
 - Supervise pupils at times other than during lessons according to the academy's duty arrangements
 - Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.
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- **Additional Responsibilities**
 - Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
 - Respecting confidential issues linked to home/students/teacher/Academy work
 - 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.