



JOB DESCRIPTION

HIGHER LEVEL TEACHING ASSISTANT

RESPONSIBLE TO: Headteacher

LIAISES WITH: Class Teacher

MAIN PURPOSE OF JOB:

- To be an active member of the team of the Kingslea staff.
- To foster the inclusion of all children.
- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students and school 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 students, particularly those with SEND, the teacher and the school in order to raise standards of achievement for all.

DUTIES AND RESPONSIBILITIES:

Planning:

- 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 student need
- Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning:

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students.
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, IEP targets and learning objectives.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress students' 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 student's 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 students with special needs, or from different cultures and/or with different first language.
- Support the role of parents in students' 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.

Monitoring and Assessment:

- With teachers evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- 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.

Mentoring, Supervision and Development:

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral:

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
- Provide support and assistance for student's pastoral needs.
- Provide physical support and maintain personal equipment used by the students at the school.
- 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 students at times other than during lessons according to the schools duty arrangements.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

Other:

- Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which is in the scope of the post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

Arrangements for appraisal of performance:

- Performance management meetings will take place with your line manager on an annual basis. These meetings will identify your training needs.