JOB DESCRIPTION

Post title:	**Higher Level Teaching Assistant – Secondary**
Academy:	**Academy 360**
Reporting to:	**Director of SEND**
Salary/Pay range:	**£21,589 - £23,836 full time equivalent, actual salary £18,247 - £20,147**
Hours of work:	**Full time, term time only**

Purpose of Job

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of teaching and learning activities under the professional direction of a qualified teacher, in line with the school's policies and procedures.

Main Duties and Responsibilities

Teaching and Learning activities

- To help pupils make progress in a range of classroom settings, including, working with individuals, small groups and whole classes where the assigned teacher is not present, e.g. known and unknown teacher absence within the phase or year group.
- To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages of phases and make effective use of other learning activities to support the development of pupils' skills.
- To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To organise and manage safely, the physical teaching space and resources for which they are responsible.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress and achievement.

Planning, Monitoring and Assessment

- Within an agreed system of supervision, to plan challenging teaching and learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.
- To produce lesson plans, worksheets and plans.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.
- To maintain and analyse records of pupils' progress.
- To provide feedback to pupils and colleagues on pupils' learning and behaviour.
- To contribute to identifying and to undertake appropriate out of school learning activities, which consolidate and extend work carried out in class.
- To co-ordinate extended provision.

Support for Pupils

- To communicate effectively and sensitively with pupils to support their learning.

- To develop and implement Individual Education Plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.
- To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.

Other Duties

- Under the supervision of the Principal or other designated teachers, to invigilate internal and external examinations.
- Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.
- To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- To coordinate the provision of extra-curricular activities, including liaising with external agencies to ensure quality of provision, variety of offer and value for money.
- To administer, assess and mark tests.
- To supervise other support assistants in school, including, the leading of regular Teaching Assistant meetings.
- To promote effective children's safeguarding and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting concerns to an appropriate person.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To attend meetings and engage in development activities/training as required, by the school.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required