

## KEPIER JOB DESCRIPTION

**Name:**

**Job Title:** Higher Level Teaching Assistant

**Salary Scale:** NJC

**Point Range:** 12-17

**Contractual hours:** 37

**Weeks per year:** Term Time Only (flexible)

**Permanent Contract**

**Hours to be worked:** 8.00 am - 4.00 pm Monday to Thursday 8.00 am to 3.00 pm Friday

**Lunch break:** 30 minutes

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### **Purpose of Job:**

To support and assist teachers as part of a professional team to contribute to raising standards of learners' achievement and to undertake a range of teaching and learning activities with whole classes and groups under the professional direction and supervision of a qualified teacher, inline with the school's policies and procedures.

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**Principal Duties:** Providing support for learners, teachers and the whole school as outlined below.

### **Main Duties**

#### Teaching and Learning Activities

1. Helping learners make progress in a range of classroom settings including whole classes where the assigned teacher is not present.
2. Within an agreed system of supervision; planning challenging teaching and learning objectives and delivering learning activities to learners, making adjustments according to pupil responses and needs, as appropriate.
3. Planning personal role in lessons and how to provide feedback to learners and colleagues on learners' learning and behaviour.
4. Supporting teachers in selecting and preparing teaching resources that meet learners' needs and interests.
5. Contributing to identifying and undertaking appropriate out of school learning activities which consolidate and extend work carried out in class.
6. Supporting teachers in evaluating learners' progress through a range of monitoring and assessment activities, and assessing the needs of learners, using detailed knowledge and specialist skills to support learners' learning.
7. Monitoring learners' responses to learning tasks and modifying their approach accordingly.
8. Monitoring learners' [participation and progress, giving constructive feedback to support them as they learn.
9. Regularly providing teachers and other colleagues with feedback on learners' learning, participation and progress.
10. Administering, assessing and marking tests.
11. Contributing to maintaining and analysing records of learners, progress.

### Support for the Learner

1. Supporting all learners in a mainstream setting or support base or any other learning environment as appropriate
2. Communicating effectively and sensitively with learners to support their learning.
3. Promoting and supporting the inclusion of all learners in the learning activities in which they are involved.
4. Assisting in the provision of activities of the fullest development of the learners which may involve work outside the school base and in the local community.

### Support for the School

1. Follow the school guidelines for absent teachers and provide cover for lessons under the agreed system of supervision.
2. Under the supervision of the Principal or other designated teachers, invigilating internal and external examinations.
3. Under the direction of teaching staff, overseeing lunchtime supervision; monitoring the quality of lunchtime support, assisting delivery of training and supporting supervisors to meet individual pupil needs.
4. To assist in carrying out whole school responsibilities, for example Health and Safety.
5. Line managing the planning and direction of work of teaching assistants.
6. To liaise with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and learners.
7. To provide advice, information and demonstrations to other staff and teaching assistants to assist in the development of their skills.
8. To lead on mentoring support and assisting in any development review of other support staff.
9. To be responsible for the organisation and management of the allocated physical teaching space and allocated resources.
10. To help maintain a safe environment for the learners and the staff.

### General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

### Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seek to improve personal practice.
6. To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.

Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.

The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

**Responsible to: Head of Department, SLT**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)..... Date.....**

**Signed (Principal)..... Date.....**