

Job Description

High Level Teaching Assistant

Duties:

The duties outlined in this job description are in addition to those covered by the latest Single Status Agreement. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job.

Responsibilities

Working under the direct supervision and guidance of a teacher:

- Provide learning activities for individuals and/or groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils through providing specialist support to the teacher/school in an aspect of the curriculum, development project, age range or additional needs spectrum
- Assess, record and report on development, progress and attainment as agreed with the teacher/school
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of a teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate learning activities
- Provide specialist support to pupils in any or all of the following areas; pupils with learning, behavioural, communication, social, sensory or physical difficulties, gifted and talented pupils, pupils where English is not their first language, pupils who are not working to the normal timetable, or specific curriculum areas
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
- Participate in the evaluation of learning activities with teaching staff providing feedback on pupils' progress, development and attainment, including providing feedback on observations undertaken.
- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher
- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate
- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate

- Support independent learning and the inclusion of all pupils
- Support the raising of educational aspiration in all pupil/parent contact
- Support pupils using IT in their learning activities and develop pupils' competence, confidence and independence in its use.
- Assist in the creation of individual development plans as required by teaching staff
- Support the work of volunteers and other support staff in the setting
- Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work
- Support pupils in their social, emotional and personal development Providing emergency short term cover by supervising classes through the use and

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect the changing needs of the school which are commensurate with the salary and job title.