Oak Learning Trust

Job Description - Higher Level Teaching Assistant
Grade 4 (point 12 – 17 £29,542 - £32,046 pro rata)

Name:	Higher Level Teaching Assistant
Responsible to:	Head Teacher
Responsibilities:	Providing support for pupils, teachers and the whole school as outlined below.

General	• 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 with whole classes and groups under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures.
Teaching and Learning	• Helping pupils make progress in a range of classroom settings including whole classes where the assigned teacher is not present. • Within an agreed system of supervision; planning effective teaching and learning objectives and delivering learning activities to pupils including marking work and giving feedback, making adjustments according to pupil responses and needs, as appropriate. • Planning personal role in lessons and how to provide feedback to pupils and colleagues on pupils' learning and behaviour. • Supporting teachers in selecting and preparing teaching resources that meet pupils' needs and interests. • Contributing to identifying and undertaking appropriate out of school learning activities which consolidate and extend work carried out in class. • Supporting teachers in evaluating pupils' progress through a range of monitoring and assessment activities, by developing and implementing Individual Education Plans and assessing the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning. • Monitoring pupils' responses to learning tasks and modifying their approach accordingly. • Monitoring pupils' participation and progress, giving constructive feedback to support them as they learn. • Supporting the role of parents in pupils' learning and contributing to meetings with parents to provide constructive feedback on pupil progress and achievement. • Regularly providing teachers and other colleagues with feedback on pupils' learning, participation and progress. • Contributing to maintaining and analysing records of pupils' progress.
Support for the Pupil	• Supporting all pupils across the school or in any learning environment as appropriate. • Communicating effectively and sensitively with pupils to support their learning. • Promoting and supporting the inclusion of all pupils, for example those with special educational needs, pupils from minority ethnic groups and those with disabilities, in the learning activities in which they are involved. • Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
Support for the School	• Following the school guidelines for absent teachers and providing cover for lessons under the agreed system of supervision. • 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, ensuring quality of lunchtime play provision across the whole school. • Assisting in carrying out whole school responsibilities, for example Health and Safety.

	• The planning and direction of work of teaching assistants at designated times (eg. lunchtimes and afterschool clubs). • Liaising with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and pupils, including teaching assistant timetabling. • Providing advice, information and demonstrations to other staff and teaching assistants to assist in the development of their skills. • Supervising and managing the work of other support staff within the educational context. • Leading on mentoring support and assisting in any development review of other support staff. • Being responsible for the organisation and management of the allocated physical teaching space and allocated resources. • Helping to maintain a safe environment for the pupils and the staff.
General Requirements	• Attending and participating in meetings, training and development activities as required. • Participating in schemes of assessment, professional development and review. • To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. • Being an effective role model for the standards of behaviour expected of pupils. • Having 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	• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
Specific Duties	• To provide cover for PPA and other times when allocated classes teachers are not available. • To plan and deliver bespoke interventions for individuals and groups of children. • To organise, monitor and continuously improve lunchtime play provision. • To organise, monitor and review after school club provision provided by TAs.
Other	• To comply with the Trust's policies and procedures and to ensure others do too. • To comply with health and safety policy and systems, report any incidents/ accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. • These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

This job description will be reviewed annually or earlier if required.