JOB DESCRIPTION

POST TITLE: **HIGHER LEVEL TEACHING ASSISTANT**

LOCATION/BASED: **GREAT PARK ACADEMY**

GRADE: **N6**

RESPONSIBLE TO: **SENCO**

CORE PURPOSE: **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 and supervision of a qualified teacher, in line with the school's policies and procedures**

MAIN DUTIES & KEY RESPONSIBILITIES

1. 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.

2. 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.

3. In line with the school's policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.

4. To organise and manage safely the physical teaching space and resources for which he/she is responsible.

5. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

6. To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.

7. Within an agreed system of supervision, to plan challenging teaching/learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.

8. To produce SEN support plans and resources to support pupil progress

9. To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.

10. To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.

11. To maintain and analyse records of pupils' progress.

12. To provide feedback to pupils and colleagues on pupils' learning and behaviour.

13. To contribute to identifying and to undertake appropriate out of school learning activities which consolidate and extend work carried out in class.

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

15. To develop and implement SEN Support Plan and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.

16. To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.

17. Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examination.

18. Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.

19. To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.

20. To administer, assess and mark tests.

21. To supervise other support assistants in the classroom as required.

22. To attend meetings and engage in development activities/training as required by the school.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: HIGHER LEVEL TEACHING ASSISTANT

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent written and oral communication skills	✓	
Excellent numeracy/literacy skills	✓	
Able to persuade, influence and gain co-operation	✓	
Excellent ICT skills and ability to use them effectively to support learning	✓	
Working knowledge of relevant polices and awareness of relevant legislation regarding SEND	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Able to work constructively as part of a team	✓	
Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English	✓	
Understanding of classroom roles and responsibilities		✓
Awareness of relevant legislation relating to child protection		✓
Understanding of principles of child development and learning processes		✓
Able to use other equipment/technology – video, photocopier		✓
QUALIFICATIONS AND TRAINING		**DESIRABLE**
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience	✓	
Training in relevant learning strategies and specialist knowledge in a particular curriculum area	✓	
GCSE level qualifications or equivalent in Maths and English	✓	
Appropriate first aid training		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Experience of working with children of relevant age in a learning environment	✓	
Experience of Liaising with adults i.e. parents/carers	✓	
Managing pupil behaviour	✓	
Administering, assessing and marking tests	✓	
Selecting and preparing resources for use in classrooms	✓	
Supervising pupils, under an agreed system of supervision	✓	
Invigilating internal and external examinations, under supervision		✓
Supervising staff		✓
Working with KS2, KS3 and KS4 pupils		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Able to relate well to children and adults	✓	
Able to work with minimal supervision	✓	
Able to respond effectively to problems	✓	

Good team worker with a flexible approach to work	✓	
Committed to equal opportunities in all school activities	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.