



Job Description

Job title: Teaching Assistant

Location: Allen House Independent School

Responsible to: Senior Teacher

Overall Purpose:

1. To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants
2. To contribute to planning, preparing and delivery of agreed work and support programmes to individuals or groups of pupils
3. To advance pupils learning in a range of classroom and outside the classroom settings, including working with whole classes where the Senior Teacher is not present
4. To use behaviour management strategies effectively and in line with the school's policy and procedures, which contribute to a purposeful learning environment
5. To be responsible for the management and development of other teaching assistants and volunteers, including allocating and monitoring work and undertaking performance management where appropriate
6. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
7. To be responsible for promoting and safeguarding the welfare of children and young people within the school
8. To use your agreed area of expertise and to develop teaching and learning within whole school setting (specific role to be negotiated with the school)

Key Responsibilities

1. Support for the Pupils/families /carers / Social Workers

- 1.1. To support working relationships with the pupils, acting as role model and setting high expectations (HLTA 1, 3)
- 1.2. To deliver and support pupils learning in the most effective way (HLTA 19)
- 1.3. To understand how to meet the diverse personal needs of pupils whilst encouraging their independence (HLTA 8, 9, 10)
- 1.4. To support pupils with special educational needs through the delivery of specific learning programmes, to contribute to setting individual education plan (IEP) targets and to reviews (HLTA 15, 20)
- 1.5. To encourage pupils to interact and work co-operatively, ensuring all pupils are interested, motivated and engaged in activities (HLTA 19, 21)
- 1.6. To undertake monitoring and assessment of pupils work, modifying approaches to learning accordingly (HLTA 21)
- 1.7. To provide feedback to pupils in relation to their progress and achievement as outlined in school policies (HLTA 23)

2. Support for the Senior Teacher

- 2.1 Within an agreed system of supervision, to work with the Senior Teacher to develop lessons, work plans and the classroom environment (HLTA 29, 30 , 31)
- 2.2 To contribute to maintaining and analysing records of pupils progress (HLTA 25)
- 2.3 To support the evaluation of learners progress using a range of assessment techniques and feedback the achievements of pupils to colleagues through the agreed monitoring systems (HLTA 24, 25)
- 2.4 To establish, develop and maintain constructive relationships with parents/carers/Social Workers by:
 - supporting their role in pupil's learning,
 - providing constructive feedback on pupil's progress and achievements
 - facilitating their support for their child's attendance
 - support home to school/community links (HLTA 5, 6)
- 2.5 To work within an agreed system of supervision with small groups of children and to take responsibility for their learning (HLTA 29, 30 , 31)

- 2.6 Within an agreed system of supervision, to cover PPA time/short term absence, delivering learning and directing TAs / volunteers in the classroom to ensure that the learning objectives are achieved (HLTA 31, 32, 33)

3. Support for the School

- 3.1 To undertake line management responsibilities where appropriate including:
- manage other Teaching Assistants and volunteers
 - liaise between Senior Teacher and Teaching Assistants and volunteers
 - hold regular team meetings with managed staff
 - represent Teaching Assistants at teaching staff/management/other appropriate meetings
 - undertake recruitment/induction/appraisal/training/mentoring for other Teaching Assistants (HLTA 6, 33)
- 3.2 To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, data protection and confidentiality, reporting all concerns to an appropriate person. (HLTA 13, 16)
- 3.3 To contribute to overall ethos/work/aims of the school (HLTA 2)
- 3.4 To establish constructive relationships and communicate with other agencies/professionals, in liaison with the Senior Teacher, to support achievement and progress of pupils. (HLTA 4)
- 3.5 To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. (HLTA 17, 18)
- 3.6 To take a lead role in the whole school in specialist area and share expertise and skills with others (HLTA 33)
- 3.7 To attend and participate in regular meetings, and in training and development opportunities as appropriate (HLTA 7)
- 3.8 To work with the Line Manager about timetable arrangements, and when appropriate, be responsible for arranging cover when Teaching Assistants are absent. (HLTA 33)
- 3.9 To work with the Senior Teacher s in supporting and maintaining the appraisal system for Teaching Assistants. (HLTA 33)
- 3.10 To undertake the invigilation of tests (HLTA 24)

4. Support for the Curriculum

- 4.1 To use ICT effectively to support learning activities and develop pupils competence and independence in its use (HLTA 28)
- 4.2 Within an agreed system of supervision, deliver learning and teaching activities and adjust according to pupils responses/needs (HLTA 19, 22)
- 4.3 To actively investigate courses and activities outside of the school. (STL67, STL32)
- 4.4 To advise, demonstrate and assist in the safe and effective use of specialist equipment/materials, including use of ICT (HLTA 32)
- 4.5 To deliver local and national learning strategies for example, literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning support activities to support the development of pupils skills (HLTA 13)

5. General responsibilities

- 5.1 To undertake any tasks that can reasonably be expected of a HLTA
- 5.2 To be flexible about place of work

Person Specification

Listed below are the objective criteria, specific to this role, used to assess each candidate and determine suitability for appointment. The table shows at which stages in the selection process the criteria will be assessed. To be shortlisted you must clearly demonstrate in a written statement how you meet the Essential Criteria required at the application stage (shaded).

Knowledge	
1. Knowledge or working practice in the education sector and/or schools/academies.	Essential
Qualifications & Experience	
1. Secondary school Teaching Assistant experience.	Desirable
2. Experience of working with challenging students.	Essential
3. Experience of working with outside agencies and professionals.	Essential
Skills & Abilities	
1. Ability to accept guidance and direction from teachers.	Essential
2. Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENDCo and the Class Teacher.	Essential
3. Ability to keep written records and support the development of pupil's literacy and numeracy skills with confidence.	Essential
4. An understanding of the necessity to maintain strict confidentiality.	Essential
5. A mature, sensitive approach.	Essential
Engaging with Others	
1. Excellent interpersonal and communication skills (both oral and written)	Essential
2. Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.	Essential
3. Ability to work as part of a team.	Essential
4. Ability to deal with parents sympathetically.	Essential

Valuing Diversity	
1. Experience, or empathy with, working in a diverse environment.	Essential
Learning Effectively	
1. IT literate and willing to undertake further training as required.	Essential
2. Willingness to undertake professional development in the context of rapid development in the use of information technology.	Essential