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| **JOB DESCRIPTION**  **Name:**  **JOB TITLE:** Teaching Assistant – Level 4(Higher Level Teaching Asst.)    **Responsible to**: Headteacher / SENCO/ Inclusion Lead  **School Specific:** Work with the Assistant Headteacher for the curriculum in order to further enrich opportunities for children’s learning. Champion BLP throughout the curriculum and actively promote the associated learning behaviours in collaboration with the AH; monitor the school’s strengths in learning and take a lead role in guiding and supporting colleagues with regard to planning and implementing appropriate lessons; coach and mentor colleagues as appropriate; develop explicit links with regard to cross-curricular opportunities; provide continuity and leadership in upper/lower KS2. |

**GENERAL INFORMATION**

In addition, work under the guidance of the teaching staff and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those pupils requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals / groups or short term for whole classes, and monitoring pupils and assessing, recording, and reporting on pupils’ achievements, progress, and development.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Support for Pupils**

Attend to pupils’ personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.

Take a lead role in the supervision and support of pupils with special needs, and manage the supervision of those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.

Establish constructive relationships with pupils and interact with them according to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to interact and work co-operatively with others, and engage in learning activities.

Set challenging and demanding expectations and promote self – esteem and independence

Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Use specialist skills / training / experience to assess the needs of pupils and support their learning.

Work with the Inclusion and Pastoral Lead in managing and delivering pastoral support to pupils, and assist in their social, health, and hygiene development.

Arrange and develop 1 : 1 mentoring arrangements with pupils.

Take a lead role in managing the speedy / effective transfer of pupils across phases / integration of those who have been absent.

Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

**Support for the Teacher**

Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil’s work.

Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.

Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.

Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Manage the compilation of records, information, and data, and produce reports for analysis.

Administer and assess routine tests, invigilate exams, undertake routine marking of pupils’ work, and accurately record achievement / progress.

Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.

Provide general clerical / admin. support eg. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.

Work alongside the Inclusion Lead in the development, implementation, and monitoring of systems relating to attendance and integration eg. registration, truancy, pastoral systems etc.

Manage liaison with feeder schools and other relevant bodies to gather pupil information.

Take a lead role in the development and implementation of appropriate behaviour management strategies.

**Support for the Curriculum**

Support pupils in understanding instructions.

Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

Implement local and national learning strategies eg. literacy, numeracy, KS2, early years etc. as directed by the teachers.

Support pupils in using ICT, and develop pupils’ competence and independence in its use.

Determine the need for, prepare and use specialist equipment / resources as directed by the teacher, and assist pupils in their use.

Be responsible for the management of stock levels, including the management of a budget and the regular audit of resources.

Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

**Support for the School**

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.

Contribute positively to the overall ethos and aims of the school, providing a positive and enthusiastic role model and exemplar for others.

Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.

Support the development of multi – agency approaches to supporting pupils.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Recognise own strengths and areas of expertise, and use these to advise and support others.

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate alongside the Inclusion Lead.

Be responsible for the provision of out of school hours learning activities, within guidelines established by the school.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

HLTA signature ……………………………………………………

SENCO signature ……………………………………………..

Inclusion Link: ………………………………………………….. Date: ……………..

Review: Spring/Summer 2018