

SOUTHFIELDS ACADEMY

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant

Reporting to:

Main Purpose of the Post:

To support, plan, prepare, deliver, assess, report and mark learning activities for individuals and groups.

Duties:

Support for Students:

1. Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
2. Establish constructive relationships with students and interact with them according to individual needs.
3. Promote the inclusion and acceptance of all students.
4. Encourage students to interact with others and engage in activities led by the teacher.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Provide feedback to students in relation to progress and achievement under guidance of the teacher.
7. Use specialist skills to undertake activities necessary to meet the physical and emotional needs of students, including medical procedures following training.

Support for the Teacher:

1. Organise and manage appropriate learning environment and use strategies, in liaison with the teacher, to support students to achieve learning goals.
2. Use teaching and learning objectives to plan appropriately within agreed systems of supervision.
3. Monitor and evaluate students' responses to learning activities and accurately record achievement/progress as directed.
4. Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
5. When teaching in small groups, be responsible for recording progress and achievement in lessons and activities systematically and providing evidence of range and level of progress and attainment.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
7. Establish constructive relationships with parents/carers.
8. Administer routine tests and invigilate exams and undertake routine marking of students' work.
9. Support the role of parents in students' learning and contribute to and lead meetings with parents to provide constructive feedback on students' progress/achievement.

Support for the Curriculum:

1. Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
2. Deliver literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop students' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
5. Support teaching in lessons.

Support for the Academy:

1. 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.
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos, work and aims of the Academy.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of students out of lesson times, including before and after Academy.
8. Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION

1. EXPERIENCE

- Working with or caring for children of relevant age

2. QUALIFICATIONS

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Good numeracy/literacy skills
- Grade C or equivalent in English
- Grade C or equivalent in Maths desirable

3. KNOWLEDGE AND SKILLS

- Effective use of ICT to support learning
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Knowledge and understanding of Keeping Children Safe in Education and Safeguarding regulations
- Effective implementation of the Academy's equal opportunities policy in all areas of work