

TITLE OF POST:	Higher Level Teaching Assistant (Level 4)
GRADE:	Scale 6
PURPOSE OF POST:	<p>To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>Monitoring students and assessing, recording and reporting on student's achievement, progress and development as agreed with the teacher.</p> <p>Planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes.</p> <p>Responsible for the supervision of other Teaching Assistants</p>
DATE OF APPOINTMENT:	To be confirmed
LINE MANAGER:	Curriculum Leader Learning Support
HOURS:	<p>36 Hours per week, term time only plus 5 Inset Days (39 weeks)</p> <p>Hours 8am to 4pm.</p> <p>There will be a requirement to work occasional flexible hours in negotiation with line manager, taking into account specific needs at key times of the year.</p>

JOB DESCRIPTION

Core Function: Support for Students

1. Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
2. Take responsibility for delivering specialist teaching to targeted students in identified areas of need.
3. Supervision of students while carrying out pre-prepared work and work that has been set in accordance with the school policy.
4. Establish productive working relationships with students, acting as a role model and setting high expectations
5. Develop and implement Individual Provision Plans
6. Promote the inclusion and acceptance of all students within the classroom.
7. Support students consistently while recognising and responding to their individual needs.
8. Encourage students to interact and work cooperatively with others and engage all students in activities
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
10. Provide feedback to students in relation to progress and achievement.

Core Function: Support for Teachers

1. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
2. Organise and manage appropriate learning environment and resources.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
5. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
6. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
7. Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
8. Administer and assess/mark tests and invigilate exams/tests.
9. Production of lesson plans, worksheets etc as agreed with the teacher

Core Function: Support for Curriculum

1. Deliver learning activities to students within agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of students' skills.

3. Use ICT effectively to support learning activities and develop students' competence and independence in its use.
4. Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.

Core Function: Support for the School

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support difference and ensure all students have access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
6. Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others.
7. Deliver out-of-school learning activities with guidelines established by the school.
8. Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.

Core Function: Supervision of other Teaching Assistants

1. Supervise other teaching assistants if required including allocation and monitoring of work and training. (Play a key role in support, supervision and development of other Teaching Assistants)
2. Liaise between Head of Learning Support and Teaching Assistants
3. Hold regular team meetings with Teaching Assistants
4. Undertake recruitment/induction/training/mentoring for other Teaching Assistants

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.