

Job Title:	Higher Level Teaching Assistant (Supporting and Delivering Learning) Level 4
Grade:	Scale 6, Spine points 18-20 (£31,400.89,752-£32,344.34) pro rata, per annum
Reporting to:	Assistant/Deputy Head
Responsible for:	Named pupils

Purpose of Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsible for the management and development of a specialist area within the school which could include addressing the needs of pupils who need particular help to overcome barriers of learning. Management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Main Duties/ Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils and class teachers in relation to progress and achievement

Support for the Teachers

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

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs

- Deliver local and national learning strategies e.g. English, Mathematics, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

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 concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be responsible for the provision of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend and participate in relevant meetings both during and after the school day as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- Contribute to the management, organisation and supervision of break and lunchtimes
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

Line Management Responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- 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
- Manage teaching assistants/staff as part of break and lunch time provision

Data Protection

It is essential when working with computerised systems that you are fully aware of your responsibility at all time of the Data Protection Act for the security, accuracy, and significance of personal data held on the systems.

Equal Opportunities

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health & Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority. Enhanced disclosure from the Disclosure & Barring Service is essential

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (**bold text**). Shortlisted candidates will be selected entirely on the extent to which they meet this criteria in their application form.

Woodmansterne Primary School & Children's Centre
Job Description/Person Specification



Personal Specification			
Job Title: Higher Level Teaching Assistant (Supporting and Delivering Learning) L4 Grade: Scale 6			
Relevant Experience		Essential	Desirable
Qualifications	Numeracy and literacy qualification at NVQ level 2 or equivalent	✓	
	Completion of Higher Level Teaching Assistant programme or equivalent	✓	
	Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.		✓
Experience and Skills	Recent experience of working in a school setting as a teaching assistant delivering support to pupils bothy within and outside of normal classes	✓	
	Experience of delivering interventions programmes which support improvements in pupil outcomes (this includes pupil assessment)		✓
	Experience of planning, under supervision, learning activities for either individuals or small groups of children		✓
	Ability to provide feedback to teachers regarding pupil's learning and progress	✓	
	Experience of working with a variety of external partners such as other schools and agencies		✓
	Experience of planning, under supervision, learning activities for either individuals or small groups of children		✓
	Ability to relate well to children and adults (staff and parents)	✓	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
	Computer literacy: ability to carry out a variety of general ICT tasks e.g. upload photographs, assess pupils using ICT tools	✓	
	Basic knowledge of First Aid		✓
	Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	✓	
	Personal Qualities	Excellent presentation and inter-personal skills	✓
Excellent time and task management skills		✓	
Ability to work under pressure and to deadlines		✓	