****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Higher Level Teaching Assistant** | |
| **Scale/Salary** | £19,819 - £21,074 |
| **Hours** | 37 hours 39 weeks, Fixed Term Contract until April 5th 2019 |
| **Section** | Primary |
| **Location** | DSLV |
| **Responsible to** | Head of primary |
| **Responsible for** | The provision of a full learning experience and support for students. |

|  |  |
| --- | --- |
| **Role Purpose:** | 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 short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil’s achievement, progress and development. Responsible for the management and development of a specialist area within the Academy and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training. |

|  |  |
| --- | --- |
| **Main Core Duties:** | **Support for Students:**   * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning * Manage intervention programmes for pupils in literacy, numeracy or SEMH including delivering set programmes to small groups making adjustments as necessary to account for ability and understanding * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Develop and implement Provision Maps * 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 in relation to progress and achievement   **Support for the Teacher:**   * Organise and manage appropriate learning environment and resources * Establish productive working relationships with staff in specified area of intervention * Within an agreed system of supervision, plan challenging teaching and learning objectives 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 discipline 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 * Take PPA for class teachers on a regular basis   **Support for the Academy:**   * Be aware of, comply with and assist with the development of policies and procedures relating to Safeguarding, 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 equal opportunities for all * 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 Academy * 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 * Deliver out of school learning activities within guidelines established by the Academy * Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class * To undertake any other duties appropriate to the grade of the post as requested by the Principal.   **Support with 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. literacy, numeracy, KS2, 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   **Line Management Responsibilities:**   * Manage other teaching assistants including some Performance Management * Liaise between SENCo/Ass. SENCo/teaching staff and teaching assistants * Hold regular team meetings with managed staff, within normal contractual hours * Represent teaching assistants at teaching staff/management/other appropriate meetings * Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants   **Qualifications needed:**   * Meet Higher Level Teaching Assistant standards, or have equivalent qualification (to be obtained within 3 years from appointment) * Evidence of grades A\*-C in English and Maths at GCSE * Training in relevant learning strategies e.g. literacy/numeracy/dyslexia/ESMH * First Aid training as appropriate |

|  |
| --- |
| **Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**  **Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.** |

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is subject to an Enhanced DBS Disclosure.**

**How to apply**.

To apply for the role, please email your Application Form and Equal Opportunities Form to [daventryregionhr@E-ACT.org.uk](mailto:daventryregionhr@E-ACT.org.uk)

Closing date for applications is **Sunday 18th November 2018.**

Please note that we do not accept CVs.