

Job Description / The Livity School Higher Level Teaching Assistant

Main 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 report on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school. Management of other teaching assistants.

Main Responsibilities and Duties:

1. To lead classes in times of Teacher absence (such as Teacher PPA time, Teaching training time and short term absence).
2. To work as part of a class team to provide the best learning environment and support to the pupils within the school
3. To help prepare resources and the learning environment so that the pupils have the best access to learning including the use of ICT to support their professional activities
4. To lead individual, small group or whole group learning sessions when required.
5. Where appropriate, liaise and feedback on children and young people's progress with professionals and families.
6. To ensure that each individual's education plan, behaviour support plan, communication plan and any other relevant targets are followed.
7. To be aware of relevant information that requires daily attention such as daily logs, incident books, communication books, diaries, etc., to ensure that you record all information accurately and legibly and communicate it appropriately.
8. To promote The Livity School's philosophy of behaviour management through consistency, respect, warmth, empathy and compassion and to use effective strategies to promote positive behaviour.
9. To provide a caring and supportive environment for the pupils that respects and affirms their racial, cultural and religious identify and lifestyle.
10. To safeguard and promote welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection, procedures and guidelines
11. To be alert to the signs of distress and abuse, and to ensure that the wellbeing of the pupils are monitored and protected.
12. To model best practice to other teaching assistants at all times
13. To be responsible for your own personal and professional development and undertaking learning and development activities to include attending service specific training as required.
14. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
15. To take a lead on an area of school working including liaison with parents.
16. Know how to support learners in accessing the curriculum in accordance with the Special Educational Needs & Disability (SEND) code of practice and disabilities legislation.

Support for pupils

1. Assess the needs of pupils using detailed knowledge and specialist skills to support pupil's learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations

3. Promote the inclusion and acceptance of all pupils within the classroom whilst recognizing and responding to individual needs
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
5. Promote independence and employ strategies to recognise and reward achievement of self-reliance
6. Provide feedback to pupils in relation to progress and achievement
7. To support pupils in all school activities including swimming and P.E
8. To support the development of pupil's PSHE skills at Lunchtime and Playtimes
9. Support pupils in their personal care needs maintaining their dignity at all times
10. Undertake appropriate training in order to effectively support the medical needs of pupils.

Support for Teachers:

1. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
2. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
3. Organise and manage appropriate learning environment and resources
4. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
5. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
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 pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
8. Production of lesson plans, worksheet, plans etc.

Support for the Curriculum:

1. Use ICT effectively to support learning activities and develop pupils' competence and independence in it's use.
2. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
3. Advise on appropriate deployment and use of specialist aid/resources/equipment.
4. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
5. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills

Support for the School:

1. Contribute to the overall ethos/work/aims of the school
2. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. To take a lead on specific areas of responsibility and management of that specialist area and or projects that support the development of the school e.g. ICT, sensory curriculum, outside play.
3. 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
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
5. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
6. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils

7. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
8. Attend and participate in relevant meetings both during and after the school day as required
9. To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
10. 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

1. Manage other teaching assistants
2. Liaise between managers/teaching staff and teaching assistants
3. Hold regular team meetings with managed staff
4. Represent teaching assistants at teaching staff/management/other appropriate meetings
5. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

Equal Opportunities

1. 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.
2. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Higher Level Teaching Assistant – Supporting and Delivering Learning (Level 4)

Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age in a learning environment • Experience of working with pupils with Severe Learning Difficulties, and Complex needs •
Qualifications/Training	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy • Specialist skills/training in curriculum or learning area e.g. sign language, ICT
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Ability to organise, lead and motivate a team • Constantly improve own practice/knowledge through self-evaluation and learning from others • 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 of proactive strategies to manage challenging behavior • Knowledge of Augmentative Communication strategies
Safeguarding	<ul style="list-style-type: none"> • 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.