



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Teaching Assistant – TA4 – Higher Level Teaching Assistant</b>
<b>Reporting to</b>	<b>SEND Coordinator</b>
<b>Salary</b>	Grade H (23 – 25) £32,076 - £33,945 per annum pro rata (£28,374.92 - £30,028.27 per annum pro rata)
<b>Main purpose of job</b>	<b>LEVEL 4 :</b> <ul style="list-style-type: none"><li>- To complement the professional work of teachers, the SENDCO/Inclusion Manager by taking responsibility for specified learning activities to positively impact pupil learning.</li><li>- To lead and manage Teaching Assistants ensuring both support and accountability.</li></ul>
<b>Main duties:</b>	
<b>Support for pupils</b>	
<ul style="list-style-type: none"><li>• Plan, prepare and deliver learning activities for individuals/groups or for whole classes</li><li>• Monitor, assess, record and report pupils' achievement, progress and development for an identified cohort</li><li>• Manage and develop a specialist area of responsibility within the school</li><li>• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning</li><li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations</li><li>• Develop and implement Pupil Passports, Behaviour Support Plans, Snap B assessments and other SEND assessments</li><li>• Promote the inclusion and acceptance of all pupils within the classroom</li><li>• Support pupils consistently whilst recognising and responding to their individual needs</li><li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li><li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li><li>• Provide feedback to pupils in relation to progress and achievement</li><li>• Provide specialist support to pupils with barriers to learning on a one to one basis, in a small group in or out of the classroom.</li><li>• If required, take on the role as Form Tutor or Inclusion Tutor</li></ul>	
<b>Support for teachers</b>	
<ul style="list-style-type: none"><li>• Organise and manage appropriate learning environment and resources</li><li>• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate</li><li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives</li><li>• Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence</li><li>• Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment</li></ul>	

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings/ communicate with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Produce lesson plans, worksheet, plans etc.
- To be accountable for your area of responsibility, producing regular documentation to present to Inclusion Manager, SENDCo, SLT and Governors.

### **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. literacy, numeracy, 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
- Be conversant in subject content and followed specified curriculums

### **Support for the school**

- Contribute positively to the school ethos and culture
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute positively 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
- Deliver out 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

### **Line management responsibilities where appropriate**

- Manage the operations of teaching assistants including allocation and monitoring of work, performance management and training.
- 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

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware of and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate

- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder