



JOB DESCRIPTION

Learning Support Higher Level Teaching Assistant

The Department

Within the Learning Support Department, staff work under the guidance of the Head of Learning Support to implement specialised work programmes for individual pupils. They work with pupils to support them in the classroom and as small group support, as directed by the SENDCO and subject teacher and provide 1:1 support as required.

This role reports to the Head of Learning Support

Responsibilities of this post include:

- Assisting with the development and implementation of pupils' individual provision maps and SENS Plans
- Withdrawing and working with pupils to enable intensive intervention work to take place
- Undertaking structured and agreed learning activities or intervention programmes, adjusting activities to enable pupils to make progress e.g. literacy, numeracy and programmes designed for those with specific learning difficulties.
- Establishing constructive relationships with pupils and their parents, acting as a role model, being aware of and responding appropriately to individual need
- Encouraging pupils to interact with others and engage in classroom activities
- Setting challenging and demanding expectations which promote self-esteem and independence
- Assisting with the planning of learning activities and preparing materials for use by pupils
- Creating, maintaining and developing learning resources within the Learning Support department
- Monitoring pupil's responses to learning activities and accurately recording achievement/ progress
- Maintaining accurate records of tasks and the outcomes or impact of interventions under the supervision of the SENDCO
- Assisting with daily administration tasks within the department, as directed by the SENDCO - photocopying, filing, word processing, etc.

Additional responsibilities include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Sharing responsibility for excellent pastoral care to which the school give a high priority.
- Participating in meetings as required.
- Keeping up to date with current and future developments within the subject, and attending courses and other relevant meetings as directed by the Heads of Department.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Participating in the school's annual appraisal programme.
- Knowing and adhering to all school and departmental policies.
- Participating in arrangements for staff development and INSET.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

November 2019

Prior's Field School Priorsfield Road Godalming Surrey GU7 2RH
t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038