

Job Description

Higher Level Teaching Assistant



Responsible to: SENCo / Assistant SENCo

Salary: SCP 12

Overall Objective of the Post:

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and Academy policies and strategies.
- To work collaboratively with teaching staff in the whole planning cycle and the management / preparation of resources.
- To supervise whole classes during the short-term absence of teachers.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Key tasks of the post:

1. Teaching and Learning

- Support the teaching of the National Curriculum, by delivering schemes of work to groups of pupils, and assist pupils to access the full curriculum. Be familiar with lesson plans and learning objectives.
- Plan and deliver skills lessons for KS3 students.
- Undertake classroom cover, including managing the classroom, ensuring that students remain on task with the work they have been set. This will include distributing the materials, providing any necessary support and collecting in all work at the end of the lesson.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

- Assist in the implementation of interventions, as required.

2. Monitoring and Assessment

- With teachers and colleagues, evaluate progress through a range of assessment activities.
- Assess responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- When requested, support the teaching staff with reporting progress and achievements at parents' meetings, which are usually held outside school hours.

3. Mentoring, Supervision and Development

- Assist in managing School Support Assistants and undertake training and mentoring as required.
- Offer mentoring support and guidance for older pupils undertaking work experience activities within secondary schools.
- Support and guide other less experienced colleagues' work in the classroom, and lead training for other staff when required.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the Academy. Also participate in staff meetings and training days/events as requested.

4. Behavioural and Pastoral

- Being a key worker for specified EHCP students, with regular contact with students and half-termly contact with parents, and have oversight of all key workers in the team and the monitoring of contact.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement the Academy's child protection procedures and comply with legal responsibilities.
- Communicate effectively with parents and carers, including face-to-face, telephone, and written correspondence.

- Liaise with external professionals (e.g. therapists, social workers, educational psychologists) to support pupil outcomes.
- Act as a point of contact between school, families, and external agencies where appropriate.
- Assist in maintaining good discipline of pupils throughout the Academy and escort and supervise pupils on planned visits and journeys.

All employees have a responsibility

- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues.
- For their own and others' health and safety, and for adhering to guidelines for the safeguarding of children.
- To be an ambassador for the Academy.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Person Specification

Please provide evidence in your application as to how you believe you meet the criteria listed above. We will also seek evidence of these at interview and in references we take up.

	Essential	Desirable
Experience in teaching and leading classes or groups at key stage 3	✓	
Excellent literacy and numeracy skills (may be evidenced by GCSE or equivalent in English and Maths)	✓	
Emotional Literacy Support Assistant (ELSA) or equivalent		✓
Excellent communication and interpersonal skills	✓	
Organisation and planning skills	✓	
Delivering support and/or intervention programmes	✓	
Able to work as part of a team and on own initiative	✓	
Flexible approach to work and resilient attitude	✓	
Excellent ICT skills	✓	