

Job Description

JOB TITLE	Higher Level Teaching Assistant	JOB REF NO	AAAD5023
GRADE	7	LOCATION	Various

BASIC JOB PURPOSE

Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the Academy. Provide supervision for whole classes of pupils to maintain continuity of pupil's learning.

MAIN RESPONSIBILITIES	
1	Undertake a specialist role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
2	Within a framework prescribed by a class teacher, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff
3	Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
4	Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
5	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for pupils.
6	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
7	Ensure that pupil's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
8	Supervise attendance to the pupils personal, social and physical needs by other school staff so that pupils wellbeing is maintained.
9	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
10	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing
11	Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the employee's contract of employment the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification

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Qualifications

GCSE English Grade A* - C

GCSE Maths Grade A* - C

NVQ Level 3 Teaching Assistant qualification (or equivalent certificate in teaching and learning) plus

NVQ HLTA training **or two years appropriate experience** as Teaching Assistant with experience of in Teaching and Learning

Experience & Knowledge

Essential

Significant (minimum of 3 years) experience of classroom teaching and support

Experience of supervising whole classes of pupils

Experience of providing and maintaining a constructive learning environment through deployment of appropriate behaviour management techniques

Experience in being able to encourage full participation, keep pupils on task and ensure that set work is completed

Experience in leading parents' consultation meetings to explain their support for work done in school

Experience of lunchtime activity clubs that support the curriculum and pupil pastoral care.

Skills

Excellent verbal and intuitive communication skills (e.g. Sign language)

Experience in providing encouragement and guidance to pupils in small group and whole class activities, lesson delivery and behaviour management.

Experience in maintaining and updating a range of pupil and school data, accurately recording pupil achievement/ progress as directed and contributing to annual pupil assessment reports

Experience in Key Stage 2 delivery of learning

Desirable

- SEN experience
- Awareness and experience in national literacy and numeracy strategies and programmes of study which inform different approaches to teaching and learning.