

High Level Teaching Assistant

Required Immediately

Salary - £16,694

We are looking for a motivated High Level Teaching Assistant with experience of working with children with Special Educational Needs and/or English as an additional language.

You will report to the Classroom Teacher and/or SEN Co-ordinator but whilst in the classroom will operate under the direction of the Classroom Teacher.

You will contribute to a range of teaching and learning activities for individual pupils, small groups and whole classes.

Key responsibilities

Planning

- Working with the teacher, contribute to the planning and preparation of lessons and as appropriate, out of school activities, for individual pupils, small groups or whole classes, so that learning objectives are met
- Working independently with individuals, small groups or classes
- Plan their role in lessons and provide feedback to pupils and colleagues on pupils' learning and behaviour
- Contribute positively to the selection and preparation of teaching resources to meet the diversity of pupils' needs and interests

Monitoring and assessment

- Support the teacher in a range of assessment activities in order to evaluate the progress of pupils. This will involve administering assessments, maintaining records and analysing results
- Monitor the response of pupils to learning tasks and adjust style/approach in order to improve pupil's understanding and progress

Teaching and learning activities

- Support the teaching of Literacy and Numeracy by delivering intervention programmes to groups of targeted pupils (SEN, EAL, Pupil Premium, etc): assess, plan, do, review
- Be familiar with special educational needs, strategies, and individual targets

- Prepare clearly structured teaching and learning activities within a framework set by the teacher, in order to interest, motivate and advance the learning of pupils
- Ensure the inclusion of all pupils in learning activities
- Influence the behaviour of children in the group by reinforcing standards set by the Classroom Teacher and within the school's behaviour policy
- Provide support and guidance to Teaching Assistants and volunteers operating within the classroom

Other

- Attend meetings with teachers and other specialist professionals and contribute to action plans relating to individuals, classes and the whole school
- Meet with parents/carers to discuss pupils' progress and to address any issues
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately
- Will involve working in a hectic and, depending upon the activity, often noisy environment with constant interruptions from pupils
- Will have access to confidential information
- Will include providing one day's cover per week

Skills required

- Literacy and numeracy equivalent to NVQ level 2
- At least 3 years' experience of working in a Teaching Assistant role or equivalent
- Has attended training in programmes of learning such as ALS/ELS/PAT/Springboard, IEP's, areas of special needs etc
- Knowledge of school curriculum, teaching methods and testing/examination frameworks
- Respect for and understanding of diversity issues
- ICT literate and able to use ICT to advance pupils learning
- Awareness of statutory frameworks relevant to the role of HLTA
- Understanding of the educational objectives of the school
- Commitment to training/development of own professional skills/knowledge
- Understanding of child protection issues
- This post is subject to an enhanced DBS check

For further details, please contact Mrs L Knight, Churchmead C of E School, Priory Way, Datchet, Berkshire, SL3 9JQ.