

 **Easterside Academy**

 **Job Description**

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| **SCHOOL** | Easterside Academy |
| **JOB TITLE** | Higher Level Teaching Assistant |
| **GRADE** | Level 4 |
| **RESPONSIBLE TO** | The Head Teacher |

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| **To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupil’s achievement, progress and development.** May also be responsible for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training. |
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| SUPPORT FOR PUPILS |
| * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Develop and implement SEN Support Plans
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
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| SUPPORT FOR TEACHERS |
| * Organise and manage appropriate learning environment and resources
* Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
* Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
* Administer and assess/mark tests and invigilate exams/tests
* Production of lesson plans, worksheet, plans etc.
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| SUPPORT FOR THE CURRICULUM |
| * Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
* 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
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| SUPPORT FOR THE SCHOOL |
| * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute 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
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| **LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE*** Manage other teaching assistants
* Liaise between mangers/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
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| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. |