

JOB DESCRIPTION

Job Title	Higher Level Teaching Assistant
Band/Job Group	Band E
Hours/Week	32.5
Special Conditions	Term time plus 5 inset days
School	The Meadows School
Responsible to	Headteacher

Job Summary

- 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 short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Additional duties and responsibilities

1. Support for Pupils

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Develop and Implement IEPs.

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

2. **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.

Production of lessons plans, work sheet, plans etc.

3. Support for the Curriculum

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

Deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

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, language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aid/ resources/ equipment.

4. Support for the School

Comply with and assist with the development of policies and procedures relating to child protection, health and 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 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

5 To participate in the operation of the School's Personal Performance Development Scheme.

6 It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You

should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

- 7 Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- 8 The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Note: The job description is not necessarily a comprehensive definition of the post.

The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the Higher Level Teaching Assistant.

Issued by:
(HR Manager)

Date of issue:

Received by:
(HLTA)

Date received:

One copy of the job description should be retained by the HR Manager and one copy given to the post holder.

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment