

JOB DESCRIPTION

Higher Level Teaching Assistant and Sports Coach

TITLE:
Higher Level Teaching Assistant and Sports Coach

GRADE:
Pro-Rata of Kent Range 4

HOURS:
08:15 – 15:30 Term Time only

REPORTS TO:
Assistant Headteacher

MAIN PURPOSE OF THE JOB

- To support the organisation, planning, delivery and evaluation of sporting activities and sessions.
- To support individual / groups of pupils with identified needs
- To carry out interventions with small groups
- To support pupils with identified medical needs in class / during lunch and playtime
- To undertake general lunch / playtime duties
- To ensure the effective delivery of the curriculum and the school ethos

SUMMARY OF RESPONSIBILITIES AND DUTIES

PE SUPPORT

- Ensure safeguarding responsibilities and health and safety are paramount
- To support the organisation, planning, delivery and evaluation of sporting activities and sessions.
- Work with pupils not working to the normal timetable, providing one to one sports activities
- Keep appropriate records, as agreed with the Sports Lead, to enable objective and accurate Feedback

WORKING WITH PUPILS

- Provide individual / small group support and deliver specific interventions, responding to pupils' individual needs
- Provide appropriate support and supervision for pupils with medical needs
- Use curricular/learning skills and experience to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work cooperatively with others
- Promote independence and employ strategies to recognise and reward achievement and good behaviour
- Provide feedback to pupils in relation to progress and achievement

TEACHING, LEARNING AND CLASSROOM MANAGEMENT

- Work with teachers to establish rich and informative learning environments
- Work with the teacher in preparing for lessons and evaluating as appropriate
- Implement English and Mathematics programmes across the curriculum
- Support the teacher to enable all pupils to make progress during lessons
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Monitor and evaluate pupils' progress against pre-determined learning objectives
- Provide objective and accurate feedback, reports and records, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with incidents
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher

- Provide general clerical/admin support, e.g. produce materials for agreed lessons etc.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, with the teacher, to support achievement and progress of pupils
- Contribute to extra-curricular sports provision.
- Attend and participate in staff and year group meetings which involve planning for teaching and learning
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.