Job title: Instructor/ Higher Level Teaching Assistant

Hours: 37.5hrs

Contract type: Term time only and permanent

Reporting to: Carrie Conroy

Purpose of the role

To provide learning and care support for our pupils taking into consideration their special educational needs (SEN). To help work towards the outcomes of their education and health care plan (EHCP). This will involve working with teachers to plan and deliver activities and support pupils with routines, transitions and behaviour management. To carry out the professional duties of a teacher in line with timetable arrangements.

Supporting the student

* Drawing on knowledge of various forms of SEN, to develop an understanding of the specific needs of the student(s) concerned.
* Taking into account the special needs involved, to aid the student(s) to learn as effectively as possible both in group situations and on his own by, for example:
  + clarifying and explaining instructions
  + ensuring student is able to use equipment and materials provided
  + motivating and encouraging students as required
  + assisting where difficulties are experienced e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
  + helping students to organise for, concentrate on, and finish work set
  + meeting physical needs as required whilst encouraging independence
  + working under the direction of the class teacher to devise complementary learning activities
* To establish a supportive relationship with the students concerned and encourage the students to contribute their views.
* To develop methods of promoting/reinforcing students' self-esteem.
* To follow a pupil when they exit the classroom and use behavioural strategies to get them back into the classroom.
* To give an effective handover of a student to a member of the pastoral team when all strategies have been exhausted.
* Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
* Reporting any safeguarding or behavioural concerns through the appropriate channels.

Supporting the Teacher

* To assist the class teacher (and other professionals as appropriate), in the development of targets and a suitable programme of support and assessment for the student(s).
* In conjunction with the class teacher and/or other professionals to record the student(s) progress.
* To contribute to the maintenance of the school’s system for student assessment and record keeping.
* To participate in the evaluation of the support programme.
* To provide regular feedback about the student to the teacher(s).

Supporting the School

* Where appropriate, to develop a relationship to foster links between home and school.
* To liaise, advise and consult with other people supporting the student(s) when asked to do so.
* To contribute to reviews of the student(s) progress, especially termly reviews and the statutory “Annual” Review of the EHCP.
* To comply with safeguarding policies, procedures and code of conduct
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required
* To take responsibility for your own professional development and duties in relation to school policies and practices;
* Take part in the school’s appraisal process
* To be aware of school policies and procedures.
* To work effectively with the school’s SENCO.

Teaching

* To plan lessons with clear structures ensuring you maintain appropriate pace, motivation and challenge.
* Use a variety of methods and resources to teach allocated students by setting tasks which challenge students and ensure high levels of interest.
* Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* Identify clear teaching objectives and targets to assess the students against
* Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
* Mark and monitor students' work and set targets for progress;
* Produce schemes of work for your subject with assistance from your line manager as appropriate
* Receive lesson observations throughout the year and use these to evaluate your own teaching in order to improve effectiveness
* Take part in pupil progress days, open evenings and other events.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. All employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.  In addition, it may be amended at any time after consultation with you.