**JOB DESCRIPTION**

**POST TITLE: Higher Level Teaching Assistant**

**GRADE/SALARY: KR5**

**REPORTING TO: SLT**

**PURPOSE OF THE ROLE:**

To work collaboratively with teaching/senior staff, inside and outside the classroom, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

* To complement teachers’ delivery of the national curriculum and contribute to the development of students and school policies and strategies.
* To assist and coordinate with teachers in the whole planning cycle and the management/ preparation of resources.
* With the support of SLT, lead and teach classes during the short-term absence of teachers and PPA when required
* To provide support for pupils, teachers and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

**SUMMARY OF RESPONSIBILITIES**

**Planning**

* Assist in planning and preparing lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, Assist in the coordination of evaluation and adjust lessons/plans through the process of daily feedback to the teacher.
* Develop and prepare resources for learning activities where necessary in accordance with lesson plans and in response to pupil needs.

**Teaching and Learning**

* Within an agreed system of supervision and within a predetermined lesson framework, lead and teach whole classes when needed – including covering PPA when required.
* Provide verbal and written feedback on lesson content, pupil responses to learning activities and behaviour,
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, IEP targets and learning objectives.
* Be aware of, support differences, and ensure all pupils have equal access to opportunities to learn and develop.
* Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
* In accordance with arrangements made by the Headteacher, progress pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
* Working with the Class teachers and Teaching Assistants organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce pupil’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
* Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
* Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring Assessment**

* With teachers, evaluate pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
* Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
* Assist in maintaining and analysing records of pupils’ progress.
* To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
* Help coordinate and prepare with class teacher reports of pupils’ progress for end of year reports to parents and for parent interviews.

**Behavioural and Pastoral**

* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Supervise pupils at times other than during lessons according to the schools duty arrangements.
* Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil’s education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

**Support for the school**

* To ensure that the safeguarding culture of TKAT is actively promoted and upheld. Familiarise and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
* Understand the school’s educational and behavioural policies for developing pupils.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Attend necessary meetings and participate in discussions, which contribute to the overall ethos/work/aims of the school.
* Familiarise with TKAT staff related policies include Staff Code of Conduct
* Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.
* Appreciate and support the work of other professionals.
* Participate in training and other learning activities and performance development as required.
* Any other duties reasonably requested, in a reasonable timeframe, by the Head Teacher/ Senior Leadership Team