

## JOB DESCRIPTION

Job Title: **SRP Higher Level Teaching Assistant**

Reports to: **SRP Lead Teacher**

### Purpose of Job:

- To lead an SRP class, under the guidance of the SRP Lead Teacher.
- To work with the SRP Lead Teacher to organise and support teaching and learning activities for SRP pupils.
- To support PPA and provide short-term cover and supervision of the SRP class in the SRP Lead Teacher's absence.
- To support all SRP pupils in the SRP class and mainstream classes in accessing learning activities to enable them to progress towards their targets.
- To plan and deliver interventions to groups of specified SRP pupils or individuals as outlined on Provision Plans in order to support them with their learning and raise levels of achievement and attainment.
- To ensure interventions outlined on Provision Plans are implemented and followed by all staff.
- To assist the SRP Lead Teacher.

### Principal Accountabilities:

- Under the direction of the SRP Lead Teacher plan, prepare and deliver specified learning activities and the content of lessons for an SRP class, small groups or individuals.
- Under the direction of the SRP Lead Teacher use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess, record and report on development, progress and attainment.
- Assess the needs of SRP pupils and use knowledge and specialist skills to support SRP pupils' learning.
- Support SRP pupils with social and emotional well-being and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- Implement individual or group programmes devised by other professionals e.g speech therapist, occupational therapist etc.
- Be responsible for supervising SRP pupils who have their own individual timetables throughout the school day.
- Monitor the Plan, Do, Review process of interventions for SRP pupils with guidance from the SRP Lead Teacher and other professionals.
- Attend, and contribute, to annual reviews.
- Mark SRP pupil books according to the Feedback Policy.
- Assist in national and school-based assessments and their arrangements e.g SATS, Salford Reading Test, Boxall.
- Assist the SRP Lead Teacher with observations and monitoring of the progress of SRP pupils.
- Maintain accurate records and ensure that all documentation of interventions is recorded and filed appropriately (especially matters of confidentiality and Safeguarding).
- Communicate and share information regarding SRP pupils with the SRP Lead Teacher.
- Support the role of parents/carers in SRP pupils' learning and provide reports for meetings with parents/carers.
- Mentor SRP TAs and model good practice.
- Supervise the work of SRP TAs.
- Attend relevant staff meetings (during working hours) and feedback to SRP TAs.
- Be aware of and support differences to ensure all SRP pupils have access to opportunities to learn and develop.
- Support SRP pupils' learning and behaviour in class under the direction of the SRP Lead Teacher.

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- Develop SRP pupils' use and understanding of language structures and vocabulary.
- Help SRP pupils to learn as effectively and independently as possible, both in group situations and on their own.
- Assist with SRP pupils at the beginning and end of sessions and on educational trips as required.
- Implement and promote the school's Equalities Policy at all times and to value diversity.
- Meet SRP pupils' physical needs, while encouraging independence.
- Assist SRP pupils with personal care needs including changing and toileting when required, with regard to respectfulness and pupil dignity.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources and materials are set out on time and as per instructions received.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure the wellbeing of all pupils.
- Contribute to the overall work and aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Provide Lunchtime cover.

## **To support the curriculum including the following:**

- Support SRP pupils' work in any curricular area under the guidance of the SRP Lead Teacher.
- Make and prepare differentiated activities and materials to support SRP pupils' learning across the curriculum under the guidance of the SRP Lead Teacher.
- Regularly update SRP pupils' resources.

## **General:**

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence during working hours as required.
- Undertake professional duties that may be reasonably assigned by Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**

**SIGNED .....**

**DATE .....**