The Golden Thread Alliance

JOB DESCRIPTION

JOB TITLE: Higher Level Teacher Assistant

RESPONSIBLE TO: Line Manager

LOCATION: Riverview Infant and Junior School

PURPOSE OF THE POST:
To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

MAIN ROLES AND RESPONSIBILITIES	
Key duties and responsibilities	Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher
	Assess, record and report on development, progress and attainment.
	Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
	Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
	Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
	Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
	Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
	Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
	Liaise with external agencies on a regular basis.

	To lead and be responsible for running after school clubs when necessary
	Teaching Assistants at this level are expected to undertake at least one of the following:
	Provide specialist support to pupils with learning, behavioral, communication, social, sensory or physical difficulties.
	Provide specialist support to pupils where English is not their first language.
	Provide specialist support to gifted and talented pupils.
	Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
	To lead and be responsible for running after school clubs when necessary
Learning Support Assistants in this role may also undertake some or all of the following:	• Supervise or manage the work and development of other classroom support staff. • Be responsible for the preparation, maintenance and control of stocks of materials and resources. • Provide pastoral care to pupils for example as head of year or tutor group. • Be responsible for pupils who are not working to the normal timetable. • Invigilate exams and tests.
General	• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

Responsabilities for Data Protection	- Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage. - Use school-approved platforms and tools for communication and data sharing. - Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly. - Participate in data protection training as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

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Postholder's name:

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Date:

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PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	• Minimum Level 2 or 3 Diploma (or equivalent) in education or childcare, with proficient practical skills.
Experience	• Previous experienced of working with children.
Skills and knowledge	• Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. • Numeracy and literacy skills. • Basic IT skills. • Works well in a team. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations. • Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality. • Basic knowledge of pediatric first aid an advantage.

Postholder's signature:_____

Postholder's   name: _____

Date:_____ _____