



Kent Range 6 - Job Description- Higher Level Teaching Assistant

Responsible to the Head of School

Respect, Courage, Reflection, Grit, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Key duties and responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and whole classes, modifying and adapting activities as necessary under the guidance 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 lesson plans as appropriate within the school's agreed system of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake the following:
- Provide specialist support to pupils with learning, behavioural, 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, maths, National Curriculum subject)
- Work with and model the school and Federation values and hold others to account for doing so

Teaching Assistants in this role will also undertake some the following:

- Develop and implement individual development plans for pupils (IEP), including attendance at, and contribution to reviews
- Support the role of parents/carers in pupils' learning and contribute to the meetings with parents and carers to provide constructive feedback on pupil progress and achievement
- Contribute to the development of policies and procedures
- Provide short term cover supervision of classes
- Supervise the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis

- Provide pastoral care for pupils within a certain key Stage or Year group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene as required, whilst encouraging independence
- Be responsible for the presentation of displays

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HTLA
EXPERIENCE	Successful relevant experience of working with children of relevant age within a learning environment
SKILLS AND ABILITIES	Developed skills for communicating with individual, groups and whole classes for pupils to promote learning; including assessing the impact of the communication on recipients and adjusting as necessary
KNOWLEDGE	<p>Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing the national curriculum and other relevant learning programmes</p> <p>Good understanding of child development and pedagogy, with the ability to apply positive behaviour management strategies, following school policy and contribute to a purposeful learning environment</p>

Agreement signatures:

Post holder Date.....

Head of School Date

Review Date:

