Job Description: Higher-Level Teaching Assistant

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| **Grade:** | **Kent Range 5**  |
| **Responsible to:** | **Deputy Headteacher**Hours: 8.30am – 3.30pm. Monday – Friday. (Term time only)Salary: Kent Scheme 5 (pro rata) |

**Purpose of the Job:**

To provide support for teaching and learning to class teachers, both when working in the same physical space and when providing cover for lessons in the teacher’s absence.

To promote the progress, development and wellbeing of all pupils within the school.

**Key duties and responsibilities:**

1. Deliver teaching content and provide learning activities for classes, individuals and groups of pupils under the professional direction and direct or indirect supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Practise effective and positive behaviour management strategies, to ensure a warm and conducive learning environment for all children.
5. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
6. Select and adapt the most appropriate resources/methods to facilitate agreed learning activities for whole classes, or specific pupils or groups of pupils.
7. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
8. Higher-Level Teaching Assistants in this role are expected to undertake professional development to enhance their understanding of and competence in at least one of the following:
9. Provision of specialist support to pupils where English is not their first language
10. Provision of specialist support to gifted and talented pupils
11. Provision of specialist support to all pupils in a particular learning area (e.g. ICT, English, Maths National Curriculum subject).
12. Provision of specialist support to one or more pupils with specific learning needs including emotional and behavioural challenges.

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Supervise the work of other support staff/trainees.
3. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
4. Escort and supervise pupils on educational and out of school activities.
5. Guide and support pupils in their personal, emotional and social development.
6. Prepare and present displays.
7. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
8. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
9. Work with pupils not working to the normal timetable.
10. Attend to minor injuries