

Higher Level Teaching Assistant

Job Description

Reporting to: Headteacher

Grade: NJC scale 8 point 20-24 £32,597 - £35,412 (actual salary £13,442 - £14,603)

18 hours per week (over 3 days), term time plus 1 week only (includes INSET days)

Purpose of the job:

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, learners and school policies and strategies.

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 an agreed framework and under the overall direction of a qualified teacher.

To provide support for learners, the teacher 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 learners to become independent learners, to provide support for their welfare and to support the inclusion of learners in all aspects of school life.

Main Duties:

Planning:

1. Plan and prepare lessons in all stages of the planning cycle, including in lesson planning, evaluation and adjusting lessons/plans under director or supervision of a teacher.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to learners needs.
3. Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning:

4. Within a pre-determined lesson framework, teach whole classes.
5. Provide detailed verbal and written feedback on lesson content, learners' responses to learning activities and learners' behaviour, to teachers and learners.
6. Motivate and progress learners' learning by using clearly structured, interesting teaching and learning activities.
7. Be familiar with lesson plans, school-based SEN plans and learning objectives.
8. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
9. Promote and support the inclusion of learners, including those with specific needs, both in learning activities and within the classroom.

10. Using behaviour management strategies, in line with the schools Behaviour for Learning Policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
11. In accordance with arrangements made by the Headteacher, progress learners' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
12. Organise and safely manage the appropriate learning environment and resources.
13. Promote and reinforce learners' self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
14. Assist the class teacher in encouraging acceptance and integration of learners with special needs, or from different cultures and/or with different first language.
15. Support the role of parents in learners' learning and contribute to meetings with parents to provide constructive feedback on learners' progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment:

16. Under the supervision of a teacher, evaluate learners' progress through a range of assessment activities.
17. Assess learners' responses to learning tasks, and where appropriate, notice and adjust to meet individual and/or group needs.
18. Monitor learners' participation and progress and provide constructive feedback to learners in relation to their progress and achievement.
19. Assist in maintaining and analysing records of learners' progress.

Other:

20. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures.
21. Understand and implement school child protection procedures and comply with legal responsibilities.
22. Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events and requested.
23. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.