ROtherham Metropolitan Borough Council

Job Description

Post Title: Higher Level Teaching Assistant (Support and Learning Delivery)

Grade: Band G SCP 19-23
(Salary £21,890 - £23,832 - 37 hours per week)

Responsible to: Working under the agreed system of supervision provided for by the Headteacher under S133 regulations regarding the “specified work”.

Responsible for: Line Management responsibility for some Teaching Assistants.

Main Purpose

To complement the professional work of Teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes. Monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development.

The post-holder will be responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants, including allocation and monitoring of work and training.

Duties and Responsibilities

1. Support for pupils

(i) Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.

(ii) Establish productive working relationships with pupils, acting as a role model and setting high expectations.

(iii) Develop and implement Individual Education Plans.

(iv) Promote the inclusion and acceptance of all pupils within the classroom.

(v) Support pupils consistently whilst recognising and responding to their individual needs.

(vi) Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.

(vii) Promote independence and employ strategies to recognise and reward achievement of self-reliance.

(viii) Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

(i) Organise and manage appropriate learning environments and resources.

(ii) Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

(iii) Monitor and evaluate pupils’ responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.
(iv) Provide objective and accurate feedback and reports, as required, to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

(v) Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.

(vi) Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

(vii) Support the role of parents in pupils’ learning and contribute to/lead meetings with Parents to provide constructive feedback on pupil progress/achievement etc.

(viii) Administer and assess/mark tests and invigilate exams/tests.

(ix) Produce lesson plans, worksheets, plans etc.

3. Support for the Curriculum

(i) Deliver learning activities to pupils, within the agreed system of supervision, adjusting activities according to pupil responses/needs.

(ii) Deliver local and national learning strategies, e.g. Literacy, Numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills.

(iii) Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use.

(iv) Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.

(v) Advise on the appropriate deployment and use of specialist aid/resources/equipment.

4. Support for the School

(i) Assist other staff in monitoring and managing attendance of pupils.

(ii) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

(iii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

(iv) Contribute to the overall ethos/aims of the school.

(v) Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Teacher, to support achievement and progress of pupils.

(vi) Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.

(vii) Recognise own strengths and areas of expertise and use these to achieve and support others.

(viii) Deliver out of school learning activities within the guidelines established by the school.

(ix) Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

5. Line Management

The postholder be responsible for the management and development of a specialist area within the school and/or will manage other Teaching Assistants and this will include representing Teaching Assistants at Teaching staff/management or other appropriate meetings.
The postholder will undertake recruitment / induction / appraisal / training and mentoring of other Teaching Assistants.

General

Postholders will be required to be able to meet the Higher Level Teaching Assistant standards or have an equivalent qualification or experience. NVQ level 2 or equivalent in English and Maths will be an additional minimum requirement, together with training in relevant learning strategies, e.g. Literacy. The postholder will also require specialist skills / training in curriculum or learning area, e.g. bi-lingual, sign language, ICT etc.

The following knowledge/skills will be required:

- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Ability to organise, lead and motivate a team.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.