

Job Description

Job title: Higher level Teaching Assistant

Reports to: Head of School

Pay Scale: Grade 4

Overall Job purpose:

To assist and support Teaching staff colleagues to deliver and sustain educational excellence to pupils of all abilities.

Principal Duties and Responsibilities

Within an agreed system of supervision and within a predetermined lesson framework, teach whole classes covering PPA and other short term absence of teaching staff colleagues as required.

Lessons of a specific subject will be organised for you to teach across the school to enable consistency and increase quality of provision for children, where possible.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- Work with class teachers to contribute to the planning and preparation of learning activities.
- Use individual expertise to plan own role in learning activities.
- Devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how to support the inclusion of pupils in learning activities, particularly those with SEN or other additional needs.
- Contribute to the selection and preparation of resources suitable for pupils' interests and abilities.
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Head of School.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

- Support and advance learning and development of physical, intellectual, emotional and social skills of children at the primary stage of their educational career by engaging with and working with pupils through a range of classroom based activities/tasks. Direct the work of TA colleagues, where required, in supporting learning.
- Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities, under the general guidance of the Class Teacher.
- Promote the general progress and well-being of individual pupils and classes/groups. Recognise and nurture their abilities and aptitudes by the introduction and development of new initiatives, in collaboration with the Class Teacher. Recognise and respond appropriately to situations which challenge equality of opportunity.
- Support and assist the Class Teacher in maintaining good order and discipline in the classroom/school, by actively engaging with pupils to promote and enforce the school's behaviour policy.
- Recognise and support social and pastoral needs by planning and undertaking interventions with groups and individual pupils, both within the classroom and throughout the school day, seeking advice where necessary from the Class Teacher and/or Head of School.
- Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.
- Liaise with the class teacher, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils. Monitor learners' responses to activities and modify approaches accordingly.
- Use initiative to solve both straightforward and more complex problems to assist the progress of pupils. Seek advice from the Class Teacher in the event that problems persist or escalate.
- Guide and support TA colleagues. Demonstrate tasks to new colleagues and take a lead role in the induction process.
- Prepare resources as in collaboration with the class teacher.
- Carry out administrative tasks collection and use of data, marking, assessment and any other tasks relating to teaching and learning.
- Work with pupils to prepare and produce displays of their work, in collaboration with the class teacher,

- Mark pupils' work, as appropriate, maintaining and analysing records as required. Monitor learners' progress in order to provide focused support and feedback.
- Support the evaluation of pupils' progress using a range of assessment techniques.
- Lead and/or participate in meetings relating to pupils, as required

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust schools and may be expected to work across the Trust, travelling from time to time to other Trust sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Criteria	Essential	Desirable	How tested
Qualifications	<ul style="list-style-type: none"> • Minimum of Level 2 qualification in English and Mathematics • HLTA status or equivalent 		<ul style="list-style-type: none"> • application form, interview, test exercise etc.

Experience	<ul style="list-style-type: none"> • Experience working with children and young people • Able to build and maintain excellent relationships • Excellent verbal and written communication skills • Able to work as part of the wider team and work on own initiative • Able to work under pressure, plan ahead and prioritise workload • Excellent keyboard skills with meticulous attention to detail • Accurate and efficient record keeping and filing • Excellent communication skills at all levels, both in school and within the wider school community • Professional at all times, 	<ul style="list-style-type: none"> • Experience of planning, preparing and delivering lessons, in accordance with Education (Specified Work and Registration) (England) Regulations 2003 	<ul style="list-style-type: none"> • application form, interview, test exercise etc.
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	demonstrating and modelling school values		
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of the legal definition of Special Education Needs and familiarity with the guidance about meeting SEN given in the SEN Code of Practice • Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour • Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties • Experience of contributing to lesson planning, in conjunction with the teacher • Awareness of the statutory frameworks relevant to their role. 	<ul style="list-style-type: none"> • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc • Experience of one to one support, where appropriate • Knowledge of the key factors that can affect the way pupils learn • Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved. 	<ul style="list-style-type: none"> • application form, interview, test exercise etc.

	<ul style="list-style-type: none"> • Knowledge of how to use ICT to advance pupils' learning, and ability to use common ICT tools for own and pupils' benefits • Understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understanding of the place of these in the related teaching programme. • Understanding of their specialist area to support pupils' learning and ability to acquire further knowledge to contribute effectively and with confidence to classes in which they are involved. 		
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<p>Personal attributes</p>	<ul style="list-style-type: none"> • Punctual, dependable and trustworthy • Is proactive and actively seeks solutions • Discreet, tactful and able to maintain confidentiality • Patient, courteous and positive • Ability to support teachers in evaluating pupils' progress through a range of assessment activities. • Contribute to maintaining and analysing records of pupils' progress • Ability to read and understand school policies and procedures relevant to area of work • Ability to complete reports such as incident report form, behaviour diary, progress report etc 		
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