



## JOB DESCRIPTION

Job title: Higher Level Teaching Assistant  
Reports to: Headteacher / Head of School  
Grade: Somerset NJC Grade 12

### Trust Ethos and Mission statement

Excellence through cultivating character. sharing talents and pursuing excellence.

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves. others and the world around us.

### Purpose of the Job

- To complement the teacher's delivery of the curriculum and contribute to the development of other support staff, pupils, school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle of the education curriculum
- To cover and teach lessons to whole classes during the absence of teachers e.g for leadership duties or PPA
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils..
- To plan, organise and oversee activities throughout the lunchtime period
- To encourage pupils to become independent learners, provide support for their welfare, and support the inclusion of pupils in all aspects of school life.
- To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable pupil's access to the education curriculum. Work will routinely be carried out in the classroom but will often take place outside the main teaching area.

### Main Duties

#### Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

#### Teaching and Learning

- Within a pre-determined lesson framework, teach to whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, inspiring teaching and learning sporting activities.



- Support the teaching of the curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in sporting activities and within the classroom.
- Use behaviour management strategies, in line with the school policies and procedures, contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the Headteacher, manage pupils' learning in a range of settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
- Organise and maintain high standards in the learning environment and manage the appropriate resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

#### Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

#### Mentoring, Supervision and Development

- Work alongside other teaching assistants and undertake induction, training and mentoring for other teaching assistants.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Offer mentoring support and guidance for older pupils undertaking work experience activities.
- Support and guide other less experienced teaching assistants' work in the setting when required and lead training for other teaching assistants.
- 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 as requested.
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## Behavioural and Pastoral

- 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 and making sure the individual/s involved understand it is unacceptable.
- Understand and implement the school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned sporting visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children. Administer medication as agreed.
- Provide physical support and maintain personal equipment used by the children at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise lunchtime sporting activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

## Other

- Any other duties required by the Headteacher/Head of School or team leader, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

## Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times