

JOB DESCRIPTION

POST TITLE: Higher Level Teaching Assistant
RESPONSIBLE TO: Head Teacher / Assistant Head Primary

Job Purpose:

To complement the professional work of teachers under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupil and assessing, recording and reporting on pupil' achievement, progress and development.

MAIN RESPONSIBILITIES:

Support for Pupils:

- Assess the needs of pupil and use detailed knowledge and specialist skills to support pupil' learning
- Establish productive working relationships with pupil, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupil within the classroom
- Encourage pupil to interact and work co-operatively with others and engage all pupil in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupil in relation to progress and achievement
- Develop and implement IEPs
- Support pupils consistently whilst recognising and responding to their individual needs

Support for the teacher:

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents in pupil' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Produce lesson plans, worksheet, plans etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests

Support for the curriculum:

- Deliver learning activities to pupil within agreed system of supervision, adjusting activities according to pupil responses/needs
- Make effective use of opportunities provided by other learning activities to support the development of pupil' skills

- Use ICT effectively to support learning activities and develop pupil' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupil' interests and language and cultural backgrounds

Support for the school:

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupil have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of Talbot House school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupil
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- To support, uphold and contribute to the development of the Talbot House, Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupil

ADDITIONAL RESPONSIBILITIES:

Be aware of, and comply with, key policies and procedures;

- Participate in training, other learning activities and performance development as required;
- Observe Safeguarding practices at all times, the post holder will have responsibility for promoting and safeguarding the welfare of children and young people throughout the Trust;
- Observe and comply with site rules and Code of Conduct at all times;
- Actively promoting anti-discrimination practices and the Trust's Equal Opportunities Policy in all aspects of employment and service delivery;
- All employees are required to carry out such other duties as may be reasonably allocated from time to time.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS.

To apply for the role please visit our website to download an application form at: <https://www.talbothousetrust.co.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

We can only accept an application form for this role. We are not able to accept CV's for this roles, if you submit a CV you will be contacted to complete an Application Pack. Please view our safer recruitment policy.