ROCHDALE BOROUGH COUNCIL

SCHOOL: Newlands School

JOB DESCRIPTION

Job Title:	Higher Level Teaching Assistant (+)
Grade:	Grade 7 (SCP) 25-29
Responsible to:	**Headteacher**
Responsible for:	**N/A**
Hours of Duty:	**37 Hours Per Week**
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings. • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

1. To complement the work of teachers, with responsibility for teaching and learning activities which may include planning, preparing and delivering specialist support to individual pupils, groups and/or leading learning activities within an area of specialism.

2. To deliver whole class teaching cover, for example during teacher's PPA time.

3. To be responsible for the management and development of a specialist area within the school and/or supervision of other teaching assistants, including allocating and monitoring work, mentoring and training.

4. To be committed to safeguarding and promoting the welfare of children and young people.

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial
To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Internal:
1. Teaching and support staff within the Nursery Unit/School
2. Users of the Nursery Unit/School
3. Voluntary helpers
4. Pupils
5. Governors

External:
1. Parents/Carers
2. Staff in other schools and within the LA.
3. Agencies (Partners)

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

NB please delete any not relevant to the requirements of the post

It is expected at Level 4 that the postholder will work under instruction/guidance to enable access to learning which will be in addition to undertaking the core duties outlined in the Level 1, Level 2 and Level 3 job descriptions.

1. Help to keep children safe by:
- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies and illness
- supporting the safeguarding of children
- supervising pupils during the school day, for example playground and lunchtime duties
- supporting and implementing pupils' personal care programmes
- encouraging children's positive behaviour

2. Plan, deliver and evaluate teaching and learning activities by:
- planning, preparing and delivering teaching and learning activities for individual pupils and groups under the direction of a teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- being responsible for a class, delivering teaching and learning activities in the absence of the teacher
- assessing the needs of individual pupils and providing specialist support for pupils with learning, behavioural or communication difficulties, where English is not their first language, gifted and talented pupils, and/or support within a particular curriculum area
- delivering local and national learning strategies and programmes of work for individuals, groups and whole classes

3. Support pupils' learning activities by:
- assessing, supervising and supporting pupils using in-depth knowledge of the curriculum and learning needs
- engaging pupils with activities, promoting independent learning and utilising strategies to

- recognise and reward achievement
- encouraging cooperation and interaction between pupils
- providing feedback to pupils and the parents/cares about their progress and achievements in line with expectations
- organising and maintaining an effective learning environment and resources

4. Promote positive behaviour by:

- implementing agreed behaviour management strategies
- supporting pupils in taking responsibility for their learning and behaviour
- establishing rapport and respect with pupils, acting as a role model and setting high expectations
- promptly addressing any incidents, in line with school policies

5. Develop and promote positive relationships by:

- establishing and developing positive relationships with children and adults including parents, carers and other professionals
- supporting children in developing positive relationships
- promoting inclusion and acceptance of all pupils within the classroom

6. Support the development and effectiveness of work teams by:

- managing and leading the teaching assistants within school, including recruiting, training and developing the team to continually improve
- contributing to the development of wider the school team
- providing administrative support to the teacher/department
- establishing constructive relationships with other professionals and developing multi-agency approaches to supporting pupils where appropriate

7. Reflect on and develop practice by:

- reflecting on own professional practice, seeking feedback and learning from others
- enthusiastically seeking opportunities for continuing professional development

8. Use information and communication technology to support pupils' learning by:

- undertaking the preparation of ICT to support pupils' learning
- supporting pupils' learning and confidence using ICT

9. Organise cover for absent colleagues

- arranging cover for absent colleagues
- monitoring and reviewing cover arrangements

10. Organise and supervise travel

- making travel arrangements for pupils and colleagues
- supervising travel

11. Provide information to aid policy formation and the improvement of practices and provision

- providing information and advice to aid development of strategies, policies, practice and provision
- collecting and present information to aid monitoring, review and improvement of performance

<u>Group E Working with colleagues (no more than 2 units allowed from this group)</u>

12. Develop and maintain working relationships with other practitioners

- Maintain working relationships with other practitioners
- Work in partnership with other practitioners

13. Provide leadership for your team

OR

14. Provide leadership in your area of responsibility

15. Allocate and check work within your team

16. Lead and motivate volunteers
- Brief volunteers on work requirements and responsibilities
- Help volunteers to solve problems during volunteering activities
- Debrief and give feedback to volunteers on their work

17. Provide learning opportunities for colleagues

18. Support learners by mentoring in the workplace
- Plan the mentoring process
- Set up and maintain the mentoring process
- Give mentoring support

19. Support competence achieved in the workplace
- Assess performance in the workplace against agreed standards
- Give staff members support in the workplace and feedback on their performance

SECONDARY DUTIES

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____