

Job Description

Post Title: Higher Level Teaching Assistant (level E) **Post No:** **Grade:** Scale 6

Directorate: Children & Young People **Service:** Schools

Responsible to: Headteacher

Responsible for: Teaching Assistants (1-5)

Functional links with: [Posts in own and other departments] [Outside organisations]

Main purpose of the job: [Focus on and highlight the central core of the job, scope and objectives two or three sentences only]

Under the direction and supervision of a qualified teacher, in accordance with arrangements made by the Headteacher of the school, to assist in the planning, preparation, monitoring and assessment of specified work as defined by the Education Specified Work and Registration (England) regulations 2003 of section 133 of the Education Act 2002.

This may involve delivering learning activities for individual, group/whole classes of pupils under an agreed system of supervision

Responsibility for the management and development of a specialist area within the school

Management of other teaching assistants with in the school including allocation and monitoring of work, appraisal & training

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Major Duties and Responsibilities: [List main job areas and key responsibilities-unlikely to be more than six or so]

1. Planning
2. Monitoring & Assessment
3. Teaching & Learning Activities
4. Line Management Responsibilities

Resources: [For which you are personally and identifiably accountable, e.g. plant, equipment, vehicles, property, Cash]

Job Activities: [Describe job activities and outline how, when and where the activity is done]

Concrete expressions should be given to each activity rather than the shopping list syndrome, e.g. the type of decisions / recommendations; the type, content, degree of creativity; the range of skills required:

Planning

1. To contribute effectively to teacher' planning and preparation of lessons
2. As directed by the teacher, to plan their role in lessons, including providing feedback to pupils and colleagues on pupil learning & behaviour
3. To contribute to the selection & preparation of teaching resources that meet the diversity of pupil's needs and interests
4. To contribute effectively to the planning of pupils to learn in out-of-school contexts, in accordance with school policies and procedures

Monitoring & Assessment

1. To support teachers in evaluating pupils' progress through a range of assessment activities
2. To monitor pupils' responses to learning tasks and modify their approach accordingly
3. To monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn
4. To contribute to maintaining and analysing records of pupils' progress

Teaching & Learning Activities

1. Using clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning
2. To communicate effectively and sensitively with pupils to support their learning
3. To promote and support the inclusion of all pupils in learning activities
4. To use behaviour management strategies, in line with the school's behaviour management policy and procedures, to contribute to a purposeful learning environment
5. To advance pupils' learning in a range of classroom settings, including working with small groups and whole classes where the assigned teacher is not present
6. To guide, where relevant the work of other adults supporting teaching and learning in the classroom
7. To recognise and respond effectively to equal opportunity issues as they arise, including challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures
8. To organise and manage safely the learning activities, physical teaching space and resources for which they have responsibility.

Line Management Responsibilities

1. To manage a team of teaching assistants, including recruitment, allocation and monitoring of work, appraisal and training
2. To act as liaison between teaching staff and teaching assistants

