

**Ursula Taylor Church of England School**

**Job Description:** Higher Level Teaching Assistant with responsibility for Inclusion

**Type of workplace:** Primary Mainstream Academy

**Responsible to:** Classroom Teacher / Headteacher / SENCo

**Responsible for:** Other Teaching Assistants (General and 1:1)

**Job Purpose:**

* To work as part of a professional team to support the work of teachers in raising standards of pupil achievement. All aspects of the job description are to be carried out within a system of supervision by qualified teachers
* To complement teachers delivery of the National Curriculum and contribute to the development of other support staff, pupils and school polices and strategies
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during the delivery of Planning, Preparation and Assessment (PPA) time.
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, G and T, and all disadvantaged groups) by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.

**MAIN RESPONSIBILITIES:**

**Teaching and Learning.**

* With an agreed system of supervision and within a pre-determined lesson framework, teach whole classes
* Provide detailed verbal and written feedback or lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
* Motivate and progress pupils learning by using clearly structured, interesting teaching and learning activities
* Support the teaching of the National Curriculum by delivering intervention programmes to groups of pupils, supporting teachers to provide access to the full curriculum. Be familiar with lesson plans, Individual 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 learning activities and within the classroom
* Use behaviour management strategies, in line with the school’s policy and procedures, to 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 / Deputy Headteacher / Assistant Headteacher, progress pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present
* Organise and safely manage the appropriate learning environment and 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 ensuring that reasonable adjustments are made to ensure that all children are able to take part in activities throughout the school day and in the wider life of the school
* Support the role of parents in pupil’s 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

**Planning, Monitoring and Assessment**

* 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 priorities and procedures
* With Teachers, evaluate pupil’s progress through a range of assessment activities
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individuals 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 pupil’s 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**

* Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants
* Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training
* Support and guide other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants
* Contributing to the overall ethos, work, 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

**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 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 visits and journeys (when required)
* Provide support and assistance for children’s pastoral needs, for example, dressing, caring for the sick, injured or distressed children.
* Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
* 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
* Assist teachers by receiving instructions directly from professionals 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 class teacher, Deputy Headteacher, SENCo or the Headteacher, which is within the scope of this post
* To work within and encourage the school’s Equal Opportunities 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 Systems as required to carry out the duties of the post in the most efficient and effective manner
* To undertake other duties appropriate to the post that may be reasonably be required from time to time