



## Ashmole Academy

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Higher Level Teaching Assistant
<b>GRADE:</b>	Point 26 -29
<b>PURPOSE OF JOB:</b>	Under the direction and supervision of the teaching staff to provide care, learning support and assistance to students, and to support teachers and staff in implementing the aims and objectives of the school.
<b>RESPONSIBLE TO:</b>	The Head Teacher in all matters and to the relevant Head of Faculty or Assistant Headteacher.

**EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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**Duties and Responsibilities**

1. Under the direction of the class teacher, actively support students in the most appropriate ways to facilitate their access to the curriculum.
2. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
3. Develop and prepare resources needed for learning activities in accordance with lesson plans and in response to pupil need.
4. To be familiar with the requirement of the subject area being supported.
5. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.
6. Within an agreed system of supervision (cover supervision) and within a pre-determined lesson framework, teach whole class.
7. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
8. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
9. Be familiar with lesson plans, pupil targets and learning objectives.
10. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
11. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment.
12. Organise and safely manage the appropriate learning environment and resources.
13. Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement.
14. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language and encourage schools Equal Opportunity Policy.
15. 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.

16. With teachers evaluate pupils' progress through a range of assessment activities.
17. Assess pupil's responses o learning tasks and where appropriate, modify methods to meet individuals and/or group needs.
18. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
19. Assist in maintaining and analysing records of pupils' progress.
20. Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
21. Contribute 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.
22. 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.
23. Escort and supervise pupils on planned visits and journeys, when necessary.
24. 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.
25. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
26. Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.
27. Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
28. Provide the agreed support across the range of subject areas and age groups, in a variety of learning situations.
29. Help the students to socialise within their peer groups, supervising them both in and out of the classroom, including undertaking supervisory duties at break times.
30. Under the direction of the teacher, monitor the work of individual students on certain pre-set learning programmes, e.g. reading, social training, record of achievement, etc.
31. Supervise small groups or individual students.
32. Assisting with classroom preparation and clearing away of instructional materials.
33. Help with the preparation of special events, e.g. school concerts, plays, parents/carers evening, etc.
34. Assist with the supervision of students in the absence of teachers, including cover supervision.
35. To assist with the invigilation of examinations.
36. To assist with after school clubs and activities.
37. Assisting children with or supervising use of computers.
38. Keeping a daily diary of events including work completed, behaviour, general comments.
39. Maintaining a home/school liaison record.
40. Giving encouragement to children by offering appropriate attention and by showing interest in their activities.
41. Assist with general administration and clerical work to support the teacher or the pupils.
42. To undertake faculty administration as directed by the head of faculty. This will involve data entry of grades, use of SIMS, stock maintenance and collecting money.
43. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

May 2014