



# The Market Weighton School



## JOB DESCRIPTION

### Higher Level Teaching Assistant (SCP 25)

**Job title:** Higher Level Teaching Assistant

**Reporting to:** SENCo

**Purpose of the job:** To work with a foundation learning group, planning and teaching Literacy, Numeracy and Humanities through a project based approach.

**Experience required:** Delivery of Literacy and Numeracy packages, supporting students with low levels of prior achievement and those with Autism Spectrum Disorder or Asperger's Syndrome (secondary or primary school).

#### **Principal Accountabilities:**

##### Supporting the pupil by:

- Developing an understanding of the specific needs of the pupil(s) taking into account the type of teaching and learning support involved.
- Undertaking teaching and learning activities with either individuals, groups or whole classes of pupils, including where the assigned teacher is not present, to ensure their safety and facilitate their physical, emotional and educational development, by for example:
  - Planning and delivering clearly structured teaching and learning activities that interest and motivate pupils, and advance their learning.
  - Marking pupils' work and giving feedback in line with the school's Feedback and Marking Policy.
  - Maintaining appropriate assessment records in line with the school's Assessment Policy.
  - Communicating effectively and sensitively with pupils to support their learning.
  - Promoting and supporting the inclusion of all pupils in the learning activities in which they are involved.
  - Using behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
  - Advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
  - Recognising and responding effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
  - Organising and managing safely the learning activities, the physical teaching space and resources for which the postholder has been given responsibility.

##### Supporting the teacher by:

- Contributing effectively to the teachers' planning and preparation of lessons.
- Working within a framework set by the assigned teacher, to plan their role in lessons including how they will provide feedback to pupils and colleagues on pupils' learning and behaviour.
- Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Making a contribution to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with the school policies and procedures.
- Supporting teachers in evaluating pupils' progress through a range of assessment activities, e.g. application of standardised tests, marking of pupils' work.
- Monitoring pupils' responses to learning tasks and modifying their approach accordingly.
- Monitoring pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Contributing to maintaining and analysing records of pupils' progress.
- Carrying out administrative tasks associated with the above duties as directed by the teacher.

Supporting the school by:

- Consulting with the assigned classroom teacher(s), co-ordinators of Key Stage or curriculum areas, and other teachers, when necessary to discuss issues relevant to the area in order to improve practice and ensure adequate resource allocation (e.g. planning timetables for support).
- Where relevant, and under the guidance of a teacher, guiding the work of other adults supporting teaching and learning in the classroom.
- Contributing to the work of Teaching Assistants within the school by:
  - Attendance at meetings of the team of Teaching Assistants to discuss issues arising from day-to-day support in the classroom, and identify improvements to the service provided.
  - Taking part in an agreed induction programme for new Teaching Assistants in accordance with the school's policy.
  - Providing information, if appropriate, in connection with the performance appraisal of Teaching Assistants, including the identification and delivery of training needs.
- Assisting in the smooth transition of pupils between educational phases.
- Assisting with the supervision of pupils through the school day.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

**General Information:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.