



School Name: Acklam Grange School
Post Title: Higher Level Teaching Assistant English/Literacy
Salary: Grade G Point 12-15 NJC
Responsible to: Head of School
Assistant Headteacher
English Faculty Lead

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole school classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

STUDENT SUPPORT:

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Develop and implement Learning Passports
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employee strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support student achievement and student welfare

TEACHER SUPPORT:

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc
- Administer and assess/mark tests and invigilate exams/tests
- Produce lesson plans, worksheets, plan etc

SUPPORT FOR THE CURRICULUM:

- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies to support achievement in English and Literacy across both key stages
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL:

- Comply with, and assist with, the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Work within the school pastoral system as directed by team leads
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with class teachers, to support achievement and progress of students
- Take the initiative to develop appropriate multi-agency approaches to supporting students
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Liaise with external services to ensure correct support is in place (for example STARS)

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE:

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring of other teaching assistants

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.