



## SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

### **Job Title:**

Higher Level Teaching Assistant - based at Gnosall St Lawrence CE Primary Academy

### **Job Purpose:**

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

### **Main Duties/Responsibilities**

#### **SUPPORT FOR STUDENTS**

- 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
- Promote the inclusion and acceptance of all students within the classroom
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support students consistently whilst recognising and responding to their individual needs

#### **SUPPORT FOR THE TEACHER**

- Organise and manage appropriate learning environment and resources
- 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 within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in students' learning by contributing constructive feedback on student progress/achievement etc.
- Produce lesson plans and related resources, eg, presentations, learning outcomes, worksheets, etc.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests if relevant



## SUPPORT FOR THE CURRICULUM

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

## 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in meetings as needed
- Participate in training and other learning activities as required.
- To support, uphold and contribute to the development of the School's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop multi-agency approaches to supporting students

## RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources as relevant
- Help students access specialist learning resources as required