



## Job Description

<b>Identifying Facts</b>	
Job Title	Higher Level Teaching Assistant
Directorate: Children’s Services	
Department: Island Learning Centre	
Section: KS1 – 4 Centre and Offsite provision.	
	Date: July 2020
Responsible to: Line Manager	

### **Job Purpose**

Working with teaching and support staff within our primary provision. This position will involve planning, preparing and delivering learning activities for individuals / groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development.

### **Major Tasks**

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. To coordinate and deliver an identified area of delivery through an innovative and creative approach
4. Full working knowledge of the National Curriculum.
5. Working closely with the FLO and CPLO in the early identification, delivery or signposting of students and their families to other services such as the school nurse, social care, education welfare etc.
6. Support the SENCO and intervention team around the identification and delivery of the ELSA and PASS programmes, as well as any other interventions deemed necessary
7. To be responsible for the delivery and assessment of accredited courses within the identified area of delivery

### **Support for Pupils:**

8. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
9. Actively encouraging and finding opportunities for students to develop into positive members of our local community



10. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
11. Develop and implement IEP's, behaviour support plans and EHCP's, whilst fully understanding the needs of the students and how to support them
12. Offer and source appropriate support to all pupils to develop emotional and academic resilience
13. If necessary, support students during transition and reintegration's
14. If required, visit off site provisions to undertake observations and outreach work
15. If required, offer home tuition to students, if necessary and appropriate
16. If requested, attend student reviews and a variety of meetings related to the young person
17. Promote the inclusion and acceptance of all pupils within the classroom.
18. Support pupils consistently whilst recognising and responding to their individual needs.
19. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
20. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
21. Provide feedback to pupils in relation to progress and achievement.
22. Upholding the centre's approach to safeguarding and the reporting of concerns wherever necessary

### **Support for Teachers:**

23. Organise and manage appropriate learning environment and resources.
24. Within an agreed system of line management, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
25. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
26. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
27. Record progress and achievement in lessons / activities systematically and providing evidence of range and level of progress and attainment.
28. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
29. Supporting the role of parents in pupils' learning and contribute to / lead meetings with parents to provide constructive feedback on pupil progress / achievement etc.



30. Administer and assess / mark tests and invigilate exams / tests.
31. Production of lesson plans, worksheet, plans etc.

#### **Support for the Curriculum:**

32. Deliver learning activities to pupils within agreed system of line management, adjusting activities according to pupil responses / needs.
33. Deliver local and national learning strategies e.g. literacy, numeracy, KS1/2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
34. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
35. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
36. Advise on appropriate deployment and use of specialist aid / resources / equipment.

#### **Support for the School:**

37. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
38. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
39. Contribute to the overall ethos / work / aims of the school
40. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
41. Attend and participate in regular meetings.
42. Participate in training and other learning activities as required.
43. Recognise own strengths and areas of expertise and use these to advise and support others.
44. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
45. Undertake planned supervision of pupils' out of school hours learning activities.
46. Supervise pupils on visits, trips and out of school activities as required.
47. Undertake work as directed by the Headteacher commensurate with the role and responsibilities.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.



**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*