



### Higher Level Teaching Assistant

<b>Post</b>	<b>Higher Level Teaching Assistant</b>
<b>Grade</b>	<b>G5</b>
<b>Responsible to:</b>	
<b>Core Purpose</b>	<p>To complement the teachers' delivery of the national curriculum and contribute to the development of other students, school policies and strategies.</p> <p>To provide support for students, the teacher and the school to raise standards of achievement for all, by utilising advanced knowledge of planning, monitoring, assessing and managing classes.</p> <p>To work collaboratively with teaching staff and assist on the whole planning cycle and the management and preparation of resources.</p> <p>To provide support for the student's welfare and support the inclusion of students in all aspects of school life.</p> <p>To supervise whole classes during short-term absence of teachers.</p>
<b>Key Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan and prepare lesson with teachers, participating in all stages of the planning cycle, including evaluating and adjusting lesson plans.</li> <li>• Develop and prepare resources for learning activities.</li> <li>• Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.</li> <li>• Within an agreed system of supervision and within lesson framework, teach whole classes covering PPA.</li> <li>• Provide detailed verbal and written feedback on lesson content, student responses to learning and student behaviour, to teachers and students.</li> <li>• Motivate and progress students' learning by using clearly structured interesting teaching and learning activities.</li> <li>• Be familiar with lesson plans, IEP targets and learning objectives.</li> <li>• Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.</li> <li>• Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.</li> <li>• Assist teachers in evaluating progress through a range of assessment activities.</li> <li>• Assist in maintain and analysing records of students' progress.</li> <li>• Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other support staff.</li> <li>• Recognise and challenge any incident which forms abuse of equal opportunities, ensuring compliance with relevant school policies/</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand and implement school child protection policies and comply with legal responsibilities.</li> <li>• Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.</li> </ul>
<p><b>General</b></p>	<p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p><b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.</p> <p><b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.</p> <p><b>Safeguarding</b> -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>
<p style="text-align: center;"><b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school</b></p>	