

## Marish Academy Trust Job Description

Contractual Details				
<b>Post Title:</b>	Higher Level Teaching Assistant			
<b>Responsible to:</b>	Teacher; year lead			
<b>Contract type:</b>	Permanent ✓	Fixed Term	Full time	Part time ✓
<b>Salary:</b>	NJC15-NJC19; £25,209.89- £ 26,860.06 (fringe)			
<b>Contractual Hours:</b>	5 days per week; Term Time plus inset (36 hours per week); Monday: 8:00-16:30 (including attendance of staff meeting) Tue-Fri: 8:00-3:30pm			
<b>Line Management Responsibilities</b>	None			

Job purpose
<ul style="list-style-type: none"> <li>• Work with class teachers to raise the learning and attainment of pupils</li> <li>• Promote pupils' independence, self-esteem and social inclusion</li> <li>• Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement</li> <li>• Cover lessons under the supervision of the teacher as necessary.</li> </ul>

Post Holder's Responsibilities	
Key Skills	<p><b>Teaching and learning:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li> <li>• Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning</li> <li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li> <li>• Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li> <li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment</li> <li>• To cover and lead class teaching (under supervision) as and when appropriate</li> <li>• Direct the work, where relevant, of other adults in supporting learning</li> <li>• Use ICT skills to advance pupils' learning</li> <li>• Provide accurate and objective feedback and reports on pupil achievement, progress and other matters with evidence. Systematically record that progress and achievement in lessons and other activities.</li> </ul> <p><b>Planning and assessment:</b></p> <ul style="list-style-type: none"> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role</li> <li>• Read and understand lesson plans shared prior to lessons, if available</li> </ul>

- Prepare the classroom for lessons
- Undertake administrative tasks, prepare worksheets, lesson plans etc.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Mark pupils' work, record progress and administer and mark tests.

**Working with staff, parents/carers and relevant professionals:**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Be aware of and take part in the school's performance management framework, recognise own contribution and expertise and lead, advise and support others and participate in training and development activities.

**Health and safety:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, data protection, reporting any concerns to the appropriate person.
- Look after children who are upset or have had accidents
- Manage the personal care of children as required

**Safeguarding:**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about.

**Professional Development:**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

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|  | <ul style="list-style-type: none"><li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school</li><li>• Attend and participate in planned and informal CPD training sessions.</li></ul> |
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This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher may, from time to time, deem appropriate and necessary.