

# Isle of Wight Council

## Job Description



### Identifying Facts

Title of Post: Higher Level Teaching Assistant

Directorate: Education

Post No:

Section: Classroom Learning Support

Date: 14 May 2014

Responsible to: Class Teacher

### Job Purpose

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 short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and / or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

### 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.

### Support for Pupils:

3. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
4. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
5. Develop and implement IEPs.
6. Promote the inclusion and acceptance of all pupils within the classroom.
7. Support pupils consistently whilst recognising and responding to their individual needs.

8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
10. Provide feedback to pupils in relation to progress and achievement.

**Support for Teachers:**

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

**Support for the Curriculum:**

20. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses / needs.
21. Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
22. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

23. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
24. Advise on appropriate deployment and use of specialist aid / resources / equipment.

**Support for the School:**

25. 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.
26. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
27. Contribute to the overall ethos / work / aims of the school.
28. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
29. Attend and participate in regular meetings.
30. Participate in training and other learning activities as required.
31. Recognise own strengths and areas of expertise and use these to advise and support others.
32. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
33. Undertake planned supervision of pupils' out of school hours learning activities.
34. Supervise pupils on visits, trips and out of school activities as required.

**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.*