



# Hilltop School

*An academy within Nexus MAT*



## Job description

<b>Post title:</b>	Teaching Assistant – Level 3
<b>Salary and grade:</b>	Band E 31.25 hours per week, term time only
<b>Line manager/s:</b>	Class Teacher, members of the Senior Leadership Team (SLT) and the Governing Body.

## Main purpose of the job:

To work under the guidance of Teaching staff and/or Higher Level Teaching Assistants to implement agreed work and care programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge derived from enhanced training relating to feeding and care needs in particular areas. It will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources.

The postholder may also supervise whole classes during the absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task.

The postholder will need to respond to questions and generally assist pupils to undertake set activities.

## Duties and responsibilities:

### Support for pupils:

- Use specialist skills / training / experience to support pupils in their personal care and health needs.
- Assist with the development and implementation of Individual Education and Care plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations for others.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback on pupils in relation to progress and achievement.

### Support for the Teacher:

- Work with the Teacher to establish an appropriate learning environment and personal care regime.
- Work with the Teacher in lesson and care planning, evaluating and adjusting lesson / care plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities and care needs through observation and planned recording of achievements against pre-determined learning activities.
- Provide objective and accurate feedback and reports, as required, to the Teacher, on pupil achievement, progress, well being and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records and care plans, as agreed with the Teacher, contributing to reviews of systems / records as requested.
- Undertake marking of pupils' work and accurately record achievement / progress.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

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

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Implement local and national learning strategies, e.g. Literacy, Numeracy, KS4, 6<sup>th</sup> Form, Early Years.
- Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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

- 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 in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.