



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: HIGHER LEVEL TEACHING ASSISTANT

Responsible to: The Teacher

Purpose: To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed.

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the work contact of their post and the role they play in the Organisation.

Responsibilities and Duties:

Support for pupils:

- Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognising and responding to 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, such as providing feedback to pupils in relation to progress and achievement.

Support for teachers:

- Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.
- Monitor and evaluate pupil responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the class teacher as required.

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To produce lesson plans, worksheet plans etc. and administer and assess/ mark tests and invigilate exams/ tests.

Support for Curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Postholder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.
- Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds.

Support for the Academy:

- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise other teaching assistants.
- In addition to the above: Any other duties deemed appropriate to the role.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.