

GARTH HILL COLLEGE JOB DESCRIPTION

POST: Senior Higher Level Teaching Assistant

HOURS: 37 hours per week

RESPONSIBLE TO: SENDCo and Assistant SENDCo

Job Purpose:

Organise the running of the Learning Support Centre, supporting students who drop in or are timetabled throughout the day.

Day to day direction of the Teaching Assistant team, ensuring that Teaching Assistants are completing their roles successfully.

To complement and support class teachers in the teaching of 1:1 or small groups of pupils to improve their literacy and numeracy skills.

Main Duties and Responsibilities:

1. Manage the day-to-day organisation of the Learning Support Centre, directing the work the teaching assistants as required.
2. Establishing and maintaining a calm, quiet and purposeful nurturing learning environment for students, whether it be for emotional support or a quiet space to complete learning.
3. Lead on maintaining the behaviour expectations within the LSC and liaise with other staff to ensure the environment remains calm and suitable for learning
4. Manage the daily timetable for the team of Teaching Assistants, ensuring that staff are working effectively with the correct students and adapting resources as necessary in the event of staff and student absence to maintain level of service.
5. Assist pupils in developing study skills necessary for learning, using clear communication, questioning, instructing, explaining, and feedback.
6. Use ICT effectively to support learning.
7. Attend to the personal and social needs of pupils and build successful relationships with them.
8. Promote and support the inclusion of all pupils in learning activities.
9. Work with the SENDCO and Assistant SENDCO to identify individual pupil needs and set expectations, contributing to decisions regarding learning goals and interventions.
10. Support pupil attitude and behaviour to create a supportive environment for learning.
11. Collaborate with colleagues as part of a professional team, particularly with the SENCO and other Teaching Assistants
12. Attend staff and management meetings as required.
13. Liaise with parents and carers to offer support and advice.

Additional Responsibilities

- The post holder may be required to undertake other responsibilities as mutually agreed.
- The duties and responsibilities of this post cover a wide range. If less than the full responsibilities apply this will be reflected in the grade allocated within the range available.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced DBS check will be undertaken.

Name:

Signature:

Date: