

# GARTH HILL COLLEGE

## JOB DESCRIPTION

Department: Education	Section:
Post Number:	Location: Garth Hill College
Job Title: HIGHER LEVEL TEACHING ASSISTANT	Grade/Salary Range: BGI 6-14

### JOB PURPOSE

Complement the work of teachers by taking responsibility for agreed learning activities, involving planning, preparing and delivering learning to individuals, groups and whole classes, including class cover supervision as required.

Responsible for the management and development of a specialist area and will assist the SENDCO in directing the work of the team of Teaching Assistants.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the Principal, designated member of the Leadership Team, SENDCO and relevant class teacher

### MAIN DUTIES AND RESPONSIBILITIES

- Assess pupil needs and use detailed and specialist skills to support pupils' learning, recognise and respond to individual learning needs and plan, develop and implement work programmes with challenging learning objectives, evaluate and adjust as required.
- Promote inclusion, establish constructive working relationships with pupils.
- Act as a role model, set high expectations and provide feedback on progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Monitor, evaluate and record pupil progress through a range of assessment strategies against pre-determined learning objectives.
- Provide accurate and objective feedback and reports on pupil achievement, progress and other matters with evidence and systematically record that progress and achievement in lessons and other activities.
- Deliver agreed learning activities to pupils in the classroom, and across the curriculum as required, adjusting according to pupil response and deliver local and national strategies e.g. literacy, numeracy.
- Use ICT in learning activities and develop pupils' competence in its use.
- Supervise groups of pupils and classes, supporting pupils in their learning as appropriate (including cover supervision as required).
- Undertake administrative tasks, prepare worksheets, lesson plans etc.
- Contribute to and lead in meetings with parents/carers to provide constructive feedback.
- Mark pupils' work, record progress and administer and mark tests and invigilate exams.
- Work within the established Behaviour Policy to anticipate and constructively manage behaviour and promote self-control and responsibility.
- Select and prepare resources and advise on appropriate use of specialist aid/resources and equipment.
- Assist the SENCO and Assistant SENCO in directing the work of a team of Teaching Assistants, including recruitment, induction, appraisal, training, mentoring and liaison between Teaching Assistants and teachers to ensure effective organisation and deployment.
- Representing the team at meetings as appropriate.

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the College and the Borough Equal Opportunity Policies and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the College, take initiative to establish constructive relationships with other agencies, in liaison with the teacher, to support the progress of pupils and participate in regular meetings as required.
- Be aware of and take part in the College's Performance Management framework, recognise own contribution and expertise to lead, advise and support others and participate in training and development activities.
- Contribute to the identification and delivery of 'out of college' learning activities and deliver these within school guidelines.
- Undertake any other similar duties as required.

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

Supervisory responsibility for a team of Teaching Assistants.

Responsible for a lead role in the management of a specialist area within the College.

Works with teachers to deliver appropriate support to pupils.

Independent supervision and instruction of groups of pupils and classes of pupils across the curriculum as required.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

**Date:** .....

**Signature:** .....