



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

JOB DESCRIPTION

Name:

Job Title:

Employed at:

The Levels Academy comprises four schools, namely:

Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.



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Employment details

Job title:	Higher Level Teaching Assistant
Line Manager	Headteacher
Hours of work:	
Level and scale point:	Grade 12 (point 12 – 19)

Job Purpose

To complement the professional work of teachers by taking responsibility for delegated learning activities under an agreed system of supervision. This involves a contribution to the planning and preparing of lessons, within a framework set by the assigned qualified teacher, delivering learning activities for individuals/groups or whole classes without the presence of the teacher and monitoring pupils by assessing, recording and reporting their achievements, progress and development.

Main responsibilities and tasks

Planning, preparing and delivering lessons and courses for pupils

Assessing the development, progress and attainment of pupils; and

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To provide a calm, constructive working environment to enable the pupils to carry out the planned work/activities in the absence of the class teacher.

To promote the inclusion of all pupils

To use ICT effectively to support learning activities and develop pupils' competence and resourcefulness in its use.

To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and their ability to access the learning activity at their appropriate level of understanding.

To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required.

To 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.

The ability to speak fluent spoken English is an essential requirement for the role.

Record Keeping

Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.

Monitor and assess pupils' results and progress, ensuring appropriate records are kept, and use the data to inform targets, lesson plans and differentiated schemes of work.

Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.

Behaviour and Health & Safety

Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following school protocol/procedures.

Actively seek out and implement best practice safety procedures.

Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.

To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.

Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

Have high expectations of behaviour, promoting self-control and independence of all learners.

Carry out playground and other duties as directed.

Professional Development

Undertake appropriate and agreed continued professional development.

To attend meetings as appropriate

Be responsible for improving your practice by participating fully in training and development opportunities identified by the school.

Team working and collaboration

Participate in any relevant meetings/professional development opportunities both at the school and across the Academy Trust, which relate to the learners, curriculum or organisation of the school / Academy including pastoral arrangements and assemblies.

To work in collaboration with others to develop effective professional relationships with partner schools in the Academy Trust.

Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.

To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.

Make a positive contribution to the wider life and ethos of the school and The Levels Academy Trust.

Administration

Register the attendance of and supervise learners, before, during or after school sessions as appropriate.

Participate in and carry out any administrative and organisational tasks within the remit of the role.

Note:

Notwithstanding the details in this job description, in accordance with the flexibility policy, the job holder will undertake such duties, across the academy, as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

Signatures – line manager and job holder

Signed.....
Line Manager

Dated:.....

Signed.....
Post holder

Dated:.....