



JOB DESCRIPTION

Job title: Higher Level Teacher Assistant (SEND Base)

Reports to: Headteacher

Pay Scale: Somerset NJC Grade 12

JOB PURPOSE

To enable the growth of all pupils by supporting the planning, resourcing and delivery of the ACE curriculum by:

- supporting a nurturing, inclusive and organised environment where all children are able to make progress and succeed across the ACE curriculum values and outcomes (academic achievement, character development, and metacognition).
- preparing and leading learning with individuals, groups and - in the teacher's absence - whole-class sessions (under the guidance of the teacher).
- understanding individual pupil's learning needs, and monitoring/assessing their progress towards identified goals.
- encouraging pupils to become independent learners, providing support for their welfare, and supporting the inclusion of pupils in all aspects of school life.
- promoting positive behaviours and relationships with and between pupils, parents and staff.
- contributing to the wider development of the Unit and Hatch Beauchamp Primary in line with the school's Christian Ethos and the Trust's mission and vision for character education.

MAIN DUTIES

Planning, teaching and learning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupils' needs / Individual Education Plans (IEP).
- Within a pre-determined lesson framework, teach to whole classes (in line with regulations and guidance under section 133 of the Education Act 2002 and STPCD 2003).



- Lead individual and group interventions/sessions in line with planning and pupil needs.
- Provide feedback on lesson content, pupil progress, responses to learning activities to teaching and other staff.
- Promote and reinforce children's self-esteem and independence and employ strategies to recognize achievement/progress in these areas.

Monitoring and Assessment

- Monitor pupils' participation and progress, and provide constructive feedback to pupils in relation to their progress and achievement against learning objectives.
- With teachers, evaluate pupils' progress through a range of assessment activities. Assist in maintaining and analysing records of pupils' progress as required.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Support teachers in sharing pupils' progress and achievements to parents/carers.

Supporting a positive learning environment

- Develop positive, constructive and respectful relationships with all pupils to support their learning and wider growth.
- Deploy behaviour management strategies, in line with school policies and procedures to pre-empt and defuse situations as they arise.
- Actively promote positive relationships between all pupils (both within the unit and across the wider school).
- Ensure the physical environment are kept tidy and organised, with resources stored appropriately (and securely as required).
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children and administering medication as agreed in line with school/Trust protocols.
- Provide physical support and maintain personal equipment used by the children at the school.



Other duties

- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- With the teacher, support and (where appropriate) supervise the Unit's Learning Support Assistant.
- Ensure the safety of all pupils and staff at all times by adhering to safeguarding/health & safety requirements and responsibilities.
- Supervise pupils in the playground during break and lunch as agreed.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- To work within and promote the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- Any other duties required by the Headteacher/Head of School or team leader, which are within the scope of this post.

Whole school commitment

- To support a positive school culture that enables all pupils and staff to flourish.
- To demonstrate a commitment to the full life of the school and to work with all members of the team to support the success of the whole school and the Trust.
- To be supportive of the school's and Trust's extra-curricular activities.
- To play an active role in the school's and Trust's involvement with the wider community