



### **HIGHER LEVEL TEACHING ASSISTANT**

Title	:	Higher Level Teaching Assistant attached to a faculty area
Accountable to	:	Head of Faculty, 2 <sup>nd</sup> in Faculty and SENDCO
Accountable for	:	Supporting the work of the students in the designated faculty and the work of the SENDCO
Purpose	:	To assist in the support and integration of students within the faculty and to assist with directed administration tasks

#### **Duties and Responsibilities**

##### ▪ Supporting the Students

To develop an understanding of the special needs of the students in question

To help the students to learn as effectively as possible both in group situations and by themselves, for example:

- clarifying and explaining instructions;
- ensuring students are able to use equipment and materials provided;
- motivating and encouraging students as required;
- assisting in weak areas, eg behaviour, reading, spelling, handwriting;
- helping students to concentrate on, and finish, work set;
- meeting physical needs as required whilst encouraging independence;
- liaising with class teacher to devise complementary learning activities when necessary

To work with head of faculty and SENDCO to implement and monitor Wave 2 faculty interventions

To establish a supportive relationship with the students concerned

To encourage acceptance and integration of the students with special needs

To develop methods of raising and reinforcing student's self-esteem

To ensure continuity within the faculty area for the students

To participate in subject meetings and gain an insight into the particular needs of that subject as well as developments within the curriculum

##### ▪ Supporting the Teacher

To assist the class teacher (and other professionals as appropriate) in implementing a suitable programme of support for students with special needs

To contribute to the maintenance of records and administration details related to the student's progress.

To provide regular feedback about the students to the class teacher, head of faculty and SENDCO

- Supporting the SENDCO

To help develop programmes of study within the designated curriculum area for students who are withdrawn

To co-ordinate the Wave 2 interventions and evaluate impact of strategies

- Supporting Colleagues

To liaise with members of the faculty and SENDCO regarding issues of support in the classroom for targeted students

To support the class teacher by working with designated groups or individuals

To cover designated lessons within the curriculum area in the event of staff absence up to an annual average maximum of 16 hours in a two week cycle

To support the work of the faculty when not working with students – these tasks could include producing and organising resources, display work and completing student files

- Supporting the College

To develop, where appropriate, a relationship to foster links between home and college

To contribute to reviews of a student's progress

To attend relevant in-service training

To be aware of, and operate within, college procedures

To respect the need for confidentiality both within and beyond the college

To help invigilate examinations in the designated faculty

To be a tutor or co-tutor and a member of the house system

To become familiar with the data used to track the progress of students and participate in the mentoring of students within the tutor group

To deliver SMSC as part of the whole college PDL programme

To apply exam concessions for faculty tests for all eligible students

To undertake other tasks as directed by the Principal which fall within the purview of the post



### Higher Level Teaching Assistant (attached to a faculty)

Essential	Desirable
Confident	Competent ICT skills
Proactive – To foresee issues where possible and provide support	Subject knowledge – or at least a willingness to learn
Adaptable	Creative (Displays etc)
An understanding of learning styles and skills of differentiation (all abilities)	Experience of whole group teaching
Enthusiastic	Experience of planning Schemes of Work/learning resources
Able to work in a team	Experience of line managing staff
Independent	Experience of documenting interventions and assessing progress towards targets
Shows initiative, particularly in use of non-timetabled periods	
Ability to support whole classes, small groups and individuals	
Willingness to contribute to schemes of work	
Willingness to learn	
Appropriate manner and dress for working in a college environment	
Has some experience working with children	