

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 students with Social, Emotional and Mental Health needs and/or those with Emotional based School Avoidance (EBSA), including class cover supervision as required.

Responsible for the management and development of a specialist area, assisting the Inclusion Manager.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the Principal, designated member of the Leadership Team and Inclusion Manager.

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 and establish positive 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.
- Support the monitoring, evaluation and recording of 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 on bespoke pathways, e.g. Kings Trust, Study Support, including functional Maths and English.
- Deliver small group activities to develop the needs of SEMH and/or EBSA pupils.
- Monitor and record the attendance of specific pupil groups.
- 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 meetings with parents/carers to provide constructive feedback.
- Work within the Behaviour Policy to anticipate and constructively manage behaviour and promote self-control and responsibility.
- Contribute to the overall aims and targets of the College, take initiative to establish constructive relationships with other agencies 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 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 contractual break, lunch and any other similar duties as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Work 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: