

JOB DESCRIPTION

POST TITLE: SUPPORT ASSISTANT, HIGHER LEVEL

LOCATION/BASED: JESMOND PARK ACADEMY

GRADE: N6

RESPONSIBLE TO: HEAD OF DEPARTMENT

CORE PURPOSE: To support and assist teachers as part of a professional team.
To contribute to raising standards of pupils' achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures

MAIN DUTIES & KEY RESPONSIBILITIES

Teaching and Learning activities

- 1 To help pupils make progress in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- 2 To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages of phases and make effective use of other learning activities to support the development of pupils' skills.
- 3 In line with the school's policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.
- 4 To organise and manage safely the physical teaching space and resources for which he/she is responsible.
- 5 To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- 6 To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.

Planning, Monitoring and Assessment

- 1 Within an agreed system of supervision, to plan challenging teaching/learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.
- 2 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- 3 To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.
- 4 To maintain and analyse records of pupils' progress.
- 5 To provide feedback to pupils and colleagues on pupils' learning and behaviour.

Support for Pupils

- 1 To communicate effectively and sensitively with pupils to support their learning.
- 2 To develop and implement Individual Education Plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.
- 3 To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.

Other Duties

- 1 Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examination.
- 2 Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.
- 3 To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- 4 To administer, assess and mark tests.
- 5 To manage and supervise other support assistants in the classroom.

6 To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

7 To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

8 To attend meetings and engage in development activities/training as required by the school.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: SUPPORT ASSISTANT, HIGHER LEVEL

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Specialist skills or training in curriculum or learning area, e.g. behaviour management, EAL, SEN, individual subject areas	✓	
Training in relevant learning strategies.	✓	
High level of subject knowledge (delivering literacy and English interventions)	✓	
Able to demonstrate professional competencies within the HLTA standards	✓	
Good understanding of child development and learning process. Especially, with SEN and EAL students.	✓	
Good working knowledge of relevant policies, codes of practice and legislation within a classroom setting and a good understanding of the statutory framework relating to children's learning and wellbeing.	✓	
Able to take a lead role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate	✓	
Able to participate in planning, monitoring and assessment arrangements in partnership with the class teacher.	✓	
Excellent written and oral communication skills.	✓	
Excellent ICT skills and the proven ability to use them effectively to support learning.	✓	
Able to organise, lead and motivate a team and to work constructively as part of a team.	✓	
Able to relate well to children and adults and in particular able to establish positive relationships with pupils.	✓	
Able to respond positively and effectively to unexpected problems and situations.	✓	
Able to take a responsive approach to children's needs to help address barriers to learning and well-being.	✓	
Able to work with minimal supervision.	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
NVQ 2 or 3 for Teaching Assistants or equivalent experience supporting teaching and learning in schools	✓	
Higher Level Teaching Assistant status		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with children of relevant age in a learning environment. In particular, small group English interventions.	✓	

Experience of successfully implementing national curriculum and other relevant learning programmes or strategies.	✓	
Experience of advancing pupils' progress in a range of classroom settings, including working with individuals, small groups and whole classes.	✓	
Experience of producing lesson plans and worksheets and of administering assessing and marking tests.	✓	
Experience of team working.		✓
Invigilating internal and external examinations, under supervision		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours 	✓	
Committed to achieving further professional development.	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.