

BROOMHILL BANK SCHOOL (WEST & North) JOB DESCRIPTION

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| <u>Job Title:</u> | Higher Level Teaching Assistant |
| <u>Reports to:</u> | TA Manager / Head of School |
| <u>Contract:</u> | 32-37 hours per week, 39 weeks per year (term time plus 1 week) |
| <u>Grade:</u> | Kent Scheme Grade 6 |

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| 1 | JOB PURPOSE |
| | <p>To provide outstanding support for teaching and learning and facilitate outstanding independent learning at Broomhill Bank School.</p> <p>The HLTA might sometimes be asked to plan and deliver learning activities or deliver lessons set by teachers. The post holder may sometimes be expected to progress students' learning and to assess, record, and report in writing on development, progress and attainment, as agreed with the teacher.</p> |
| 2 | TEACHING AND LEARNING |
| 2.1 | Organize cover for whole class and group lessons and activities, on an agreed basis for absent colleagues, as the need arises. |
| 2.2 | Contribute to, and demonstrate skill in lesson planning, and identifying learning objectives. |
| 2.3 | Effectively deliver units of work and activities set by teachers in line with requirements, and demonstrate high level classroom management skills, including the deployment of other teaching assistants within the class. |
| 2.4 | Contribute to assessment by keeping records and reporting progress to teaching colleagues in order to inform future planning. |
| 2.5 | To provide lesson cover in the absence of the class teacher in the capacity of Cover Supervisor. |
| 2.6 | Work within the Code of Practice relating to Special Educational Needs. |
| 3 | LEADERSHIP AND MANAGEMENT |
| 3.1 | <p><u>People:</u> Under the Guidance of the TA Manager</p> <ul style="list-style-type: none"> • Support the work of different teams within school including teachers, teaching assistants, and visiting professionals, to improve outcomes for students and implement change. • Contribute to good management practice by ensuring positive and effective communication and procedures thus fostering positive relationships across the school community. • As required support the effectiveness of the Teaching Assistants to develop and enhance a culture of teamwork. |
| 4.2 | <p><u>Policy and Planning:</u> Under the guidance of the TA Manager</p> <ul style="list-style-type: none"> • Carry out formal Appraisal, Supervision, Induction and Probation activities with Teaching Assistants, and ensure that suitable arrangements exist for all TA staff to receive these. • Contribute towards ensuring the efficient day-to-day administration and organisation of the school as requested by the Head of School / Deputy Head of School. To |

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| | <p>include - timetabling, rotas, day-to-day cover arrangements for staff who are away planned or unplanned etc.</p> <ul style="list-style-type: none"> • Develop an awareness of the staff skills in order to help facilitate the best use of staff throughout the school day. |
| 4 | STANDARDS AND QUALITY ASSURANCE |
| 4.1 | Support the aims and ethos of the school. |
| 4.2 | Set a good example in terms of presentation, punctuality and attendance and behaviour. |
| 4.3 | Attend and participate in 'special' school events and student performances. |
| 4.4 | Actively uphold the school's behaviour for learning policy, school rules and uniform policy |
| 4.5 | Participate in staff training with commitment to own Continuous Professional Development and enthusiastic participation in leadership training activities. |
| 4.6 | Attend team and other school meetings. |
| 4.7 | Develop links and collaborate with key stakeholders as requested |
| 5 | OTHER DUTIES AND RESPONSIBILITIES |
| 5.1 | Responsible via Supervision and Appraisal for own practice and continuing professional development; identifying training and development needs in line with school policy and maintaining a CPD portfolio reflecting personal and professional achievements. |
| 5.2 | Share in the corporate responsibility for the well-being and discipline of all students and staff. |
| 5.3 | Visibly support and uphold the school policies for behaviour management, discipline, bullying and health and safety, and the school's Equality Duties. |
| 5.4 | Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person. |
| 5.5 | General involvement in the efficient day-to-day running of the school. |
| 5.6 | Participate in student Keyworking/mentoring/coaching as required |
| 5.7 | Carry out any other duties as may reasonably be requested by the Head of School, Executive Headteacher or Governing Body. |