

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	Higher Level Teaching Assistant
GRADE:	Range 4
PATTERN:	Hours dependant on department, 39 weeks
RESPONSIBLE TO:	STLs in Maths and English

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES:

Main Task

To plan, prepare, deliver and evaluate group intervention lessons and schemes in English and Maths for KS3 and KS4 as directed by STLs whilst also working with SENDCO and SEND Manager, taking account of students' abilities, interests, language and cultural background.

This will involve:

1. Differentiate, deliver and evaluate schemes of work to small groups.
2. Plan, deliver and evaluate small group sessions and schemes.
3. Assess progress and target setting, and provide feedback for students, parents and staff.
4. Organise and manage an appropriate learning environment and resources.
5. Direct LSAs within the department if applicable.
6. Attend subject department meetings and implement procedures.
7. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
8. Promote the inclusion and acceptance of all pupils within the classroom.
9. Maintain records.
10. Deliver before and after school learning activities as required.
11. To provide support to students during periods of contact and help promote a general feeling of well-being within the school.

12. To participate in the school's appraisal system.
13. Participate in the school's professional development programme.
14. Be aware of school policies and procedures and reporting any concerns to an appropriate person.
15. Contribute to the ethos, work and aims of the school.
16. Take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
17. To undertake other work as directed by the Line Manager and/or SEND Manager as appropriate.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"

June 2019