

Priory School
Job Description: High Level Teaching Assistant

Responsible to: Year Leader

Main purpose of the job:

- To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and recording and reporting to the Year Leader on pupils' achievement, progress and development.
- To work across two year groups, 1&2 or 3&4 or 5&6 to provide 4 sessions of cover.
- To deliver Catch-Up and any other structured intervention programmes including but not limited to EAL support, e.g. Toe by Toe, SALT programmes.
- To support the Assistant Head with monitoring the delivery and review of targets set in ECHPs
- To liaise with the Learning Mentor assigned
- Under the direction of the Year Leader oversee the day to day management of the TAs in the year group

Responsibilities:

Support for Pupils

- Use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement individual plans that a child may have e.g. ECHP, provision maps, behaviour plan
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for Teachers

- Cover a minimum of 4 class sessions weekly
- Within an agreed system of supervision, deliver teaching and learning objectives and take responsibility for marking in line with the schools marking and assessment policy. To evaluate and adjust lessons/work plans as appropriate.
- To ensure that subject knowledge is current and up to date
- Be familiar with the range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established behaviour management policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/mark tests
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Support for the School

- Comply with 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.
- Contribute to the overall ethos/work/values of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.

Other Professional Requirements

- To comply with the support staff professional standards at all times
- Promote collaborative working amongst all staff.
- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Be aware of and respect all children's religious beliefs and cultures.
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Develop effective, professional working relationships with colleagues
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009) and Keeping Children Safe in Education (April 2014). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

Please Note

This is not an exhaustive or exclusive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.