



## **Prospect School**

### **Job Description: Higher Level Teaching Assistant**

#### **Teaching, Learning and the Curriculum**

- To carry out contractual duties and responsibilities for the school as allocated by the Headteacher or members of SLT.
- To support the teacher's classroom management and organisation.
- Where needed to deliver 1:1 support to students and enable them to access the learning.
- To prepare materials as necessary under the direction of the teacher.
- To help students organise themselves and their equipment.
- To attend morning briefing when not on duty
- To explain tasks clearly and help to record homework where appropriate.
- To carry out special duties as specified in the student's statement, e.g. in the case of a physical disability some help with exercise may be necessary, manage the medicines of a child, or maintain frequent liaison with parents in order to monitor the disability.
- To provide, where necessary, written details of students' progress/behaviour to assist Annual Reviews and/or other assessment.
- To become familiar with the aims and objectives of Annual Reviews and the individual targets of the students with whom they are working.
- To attend training and staff meetings as required, when appropriate.

#### **Monitoring and Evaluation**

- Participation in the evaluation of the student interventions.
- Providing regular feedback about the student to the teacher or tutor as appropriate.
- Contributing to the reviews of the student's progress.

#### **Supporting Students and Relationships**

- Drawing on knowledge of various forms of special needs, the development of an understanding of the specific needs of the students concerned.
- Taking into account the special needs involved, aiding the student to learn as effectively as possible both in group situations and on his own by, for example:
  - Clarifying and explaining instructions.
  - Ensuring the student is able to use equipment and materials provided.
  - Motivating and encouraging the student as required.
  - Assisting in weak areas, e.g. literacy, language, behaviour, reading, spelling, handwriting, presentation, etc.
  - Helping students to concentrate on and finish work set.
  - Meeting physical needs as required whilst encouraging independence.

- In liaison with class teacher devising complementing learning activities.
- In respect of a student's emotional needs, the following may also be necessary:
  - Training in appropriate use of physical restraint, Team Teach.
  - Establishing a supportive relationship with the student concerned.
  - Encouraging and developing Inclusion with other students in school.
  - Develop methods of promoting and reinforcing the student's self-esteem.
  - Development of a relationship to foster links between home and school.
- In respect of a student's physical or sensory needs, the following may also be necessary:
  - Supervision and/or help moving around the site.
  - Supervision in the playground.
  - Supervision and support in PE or games lessons.
  - Carrying out alternative PE or games programmes.
  - Carrying out physiotherapy or occupational therapy programmes.
  - Carrying out a programme of independence training.
  - Administering medicines, following appropriate training.
  - Help with practical tasks.
  - General support in and around the classroom.
  - Help with use of alternative methods of recording, ICT, etc.
  - Ensuring safety.
  - Helping a student whose condition causes fatigue or a high level of absences to catch up with his class work.

## **Managing Resources**

- Assisting the class teacher and other professionals as appropriate, in the development of a suitable programme of support for students with special needs.
- In conjunction with the class teacher and/or other professionals the development of a system of recording the student's progress, which will also identify needs.
- Help with the maintenance of student's points.
- Liaison with other members of the team supporting the students as and when the need arises.

## **Improvement**

- Attending relevant in-service training.

## **Accountability**

- Being aware of school procedures.
- Such other duties as may be reasonably allocated or directed within the purview of the post.
- To maintain confidentiality always.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time following consultation.

## **Notes**

- Hours of work as determined by the Headteacher.
- Hours of work can be subject to change for operational reasons.
- Responsibilities may be changed or adapted by the Headteacher in view of the changing needs or policies of the school. Some tasks may be modified, delegated or deleted in the light of further appointments.
- These duties and responsibilities outlined to be undertaken in consultation with the Head teacher.