

School Name: Acklam Grange School
Post Title: HIGHER LEVEL TEACHING ASSISTANT (ASD Base)
Responsible to: Executive Headteacher
Headteacher
ARC Senior Lead/SENCO

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole school classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

STUDENT SUPPORT:

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Support students accessing the ASD Base in mainstream lessons. Subjects will depend on the individual need of the student.
- Support students accessing the ASD Base with subject catch up.
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Develop and implement Learning Passports
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students 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 students in relation to progress and achievement
- Support student achievement and student welfare
- Lead lunchtime clubs within the ASD Base. Assigned keyworker for students within the ASD Base an

TEACHER SUPPORT:

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheets, plan etc

SUPPORT FOR THE CURRICULUM:

- With agreed supervision, plan and deliver life skills lessons to students within the ASD Base.
- Deliver learning activities to students within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL:

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative to develop appropriate multi-agency approaches to supporting students
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE:

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring of other teaching assistants

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.