

Great Academy Ashton

JOB DESCRIPTION

Post: Higher Level Teaching Assistant Level 4

Reporting to: Assistant Principal

Salary Scale: Band 7 pts 18 - 22

ROLE PURPOSE

To work collaboratively with teachers and support staff to enhance the education, personal, and social development of students, including those with additional needs such as English as an Additional Language (EAL). The postholder will take responsibility for delivering agreed learning activities both inside and outside the classroom, supporting curriculum planning, assessing learner progress, and modelling high-quality practice for colleagues.

In addition, the postholder will lead and manage a specialist area within the Academy, including the line management and development of other learning support assistants. They will plan, deliver, and evaluate effective English language support to accelerate students' acquisition of English and ensure full access to the curriculum. Through collaborative practice and targeted intervention, the role aims to secure improved outcomes and inclusion for all learners.

KEY RESPONSIBILITIES:

- Work as part of a professional team, supporting the teacher.
- Implement structured learning activities and assist individual / groups of students to complete tasks, including those with additional needs including EAL, both within the classroom and outside of the main classroom, including small group interventions such as Lexonik Leap / Advance
- Plan own role in lessons, preparing, delivering, assessing and marking learning activities.
- Differentiate and adapt curriculum content according to the needs of EAL students.
- Implement specific programmes with individual students or small groups appropriate to their developmental needs.
- Work with students and teachers to ensure a successful integration into lessons where appropriate.
- Develop and implement Provision Maps / Learning Plans
- Use learning strategies, in liaison with the teacher, to support students to achieve goals.
- Develop positive relationships with students to assist student progress and attainment.
- Assist in the setting of students' individual targets and their monitoring and review.
- Monitor and evaluate student learning through a range of assessment strategies against pre-determined learning objectives.

- Provide feedback to students about their progress and provide regular feedback to the teacher on student progress and development.
- Assist in students' supervision and in the management of student behaviour
- Provide information to the teacher to assist in the planning of work programmes and learning activities.
- Administer and invigilate exams and tests.
- Assist in monitoring the personal, social and emotional needs of students.
- Liaise with the Family Engagement Officer, Exams Officer, parents and outside agencies as appropriate.
- Have oversight of students' assessment for the First Language GCSE examination, then leading to accurate examination entries, access to bi-lingual dictionaries and exam arrangements.
- Attend trips and visits as required and take responsibility for a group

CURRICULUM RESPONSIBILITIES

- Assist in providing an atmosphere in which effective learning can take place
- Support the use of ICT in learning activities
- Undertake structured and agreed learning programmes adjusting activities according to student responses
- Assist the teacher in the planning cycle and prepare, maintain and use equipment and resources to meet the lesson plans and support students in their use

LINE MANAGEMENT RESPONSIBILITIES

- Take responsibility for the line management for an agreed case load of support staff learning support assistants including training and coaching, absence management and participating in the recruitment of new staff.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all students and staff.
- To demonstrate the values of Great Academy Ashton
- To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To respect confidentiality at all times
- To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate
- To undertake any training and development commensurate with the post

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.