



JOB TITLE: Higher Level Teaching Assistant - Numeracy
SCHOOL: Longdendale High School
RESPONSIBLE TO: Head of Maths
HOURS: 36 hours per week, term time only

PURPOSE OF POST:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To be responsible for the management and development of a specialist area within the department and/or management of other teaching assistants including allocation, monitoring of work, appraisal and training.

KEY RESPONSIBILITIES:

Support for students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- To contribute and lead on areas within a smaller provision setting which will enable students to both excel and achieve.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans (IEPs).
- To undertake regular teaching of individual students and groups, planning, assessing and recording their learning, progress and achievements.
- To work with students individually or in groups, on your own or alongside teachers in classrooms, to help meet specific learning needs.
- To plan and deliver aspects of the KS3 And KS4 Numeracy interventions.
- To work with colleagues to support inclusion and to develop and implement targeted interventions for specific students.
- Provide feedback to students in relation to progress and achievement.
- To use positive behaviour management techniques to maximise learning and to promote productive and respectful relationships.
- Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom to ensure all students have equal access to opportunities to learn and develop.



Support for teachers

- Liaise with individual teaching staff and Heads of Department to ensure targeted intervention and differentiation in lessons.
- Organise and manage appropriate learning environment and resources.
- To help to develop and maintain a stimulating, purposeful and orderly learning environment within the areas in which you work.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- To work with colleagues to share and develop good practice and to attend all scheduled meetings of teams to which you belong.
- Be responsible for ensuring learning outside the classroom and SMSC activities are integrated into learning.
- With teachers evaluate students' progress through a range of assessment activities.
- Support the teaching staff with reporting students' progress and achievements at parent/carer meetings and reviews which may be held outside school hours.
- To record and report attendance, progress and attainment to colleagues, parents and others as required.

Support for the curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs within the wider area of Learning Support.
- Deliver local and national learning strategies with regards to Numeracy 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.
- To help to develop effective schemes of work, learning resources, policies and practice within the wider area of Learning Support.
- To develop and deliver alternative provision courses and programmes to support students to be successful in school.



Support for the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Provide support and assistance for students' pastoral needs, using a trauma informed approach within their strategies.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To attend school events as required.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved with student's education and implementing these. These may include social workers, health visitors, language support, speech therapists, educational psychologists and physiotherapists.
- Support and guide other less experienced teaching assistants' work in classroom when required and lead training for other teaching assistants.

Safeguarding

- To promote the safeguarding of children and follow all safeguarding and child protection related policies.

Other responsibilities

- To work consistently to uphold the vision and values of the school and the Trust.
- To work in a cooperative and appropriate manner with all stakeholders.
- To work with students and parents in a courteous, positive, caring and responsible manner at all times to enhance the reputation of the school.
- Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality, data protection and safeguarding, reporting all concerns to an appropriate person.
- Any other duties required by the class teacher, or the teacher in charge, which is required within the scope of the post.
- Progress on all aspects of the job will be reviewed on a regular basis with targets identified and agreed within the performance management process.



Longdendale
HIGH SCHOOL

JOB DESCRIPTION

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Over time, the specific duties of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the role or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.