



# FAIRFIELD HIGH SCHOOL

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

## JOB DESCRIPTION - Higher Level Teaching Assistant

<b>Job Title:</b> Higher Level Teaching Assistant	<b>Post No:</b> GEN22	<b>Grade:</b> HC6
<p><b>Organisational information:</b></p> <p><b>Responsible to:</b> Head Teacher and HOF English</p> <p><b>Responsible for:</b> Supporting students in their learning. Providing advice, guidance and support to other Teaching Assistants, as required.</p> <p><b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p>Internal: Students, parents/carers, teaching and support staff throughout the school; other employees within the Children &amp; Young People Directorate.</p> <p>External:</p>		
<p><b>Main Purpose of Job:</b></p> <ul style="list-style-type: none"> <li>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities, for individuals, for groups and for whole classes <b>(with the support of other members of staff)</b>. It will involve monitoring students and assessing, recording and reporting on students' achievement, progress and development.</li> <li>Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including the allocation and monitoring of work, appraisal and training.</li> <li>Support students with their reading and literacy.</li> <li>Support students with their learning from KS3 up to GCSE Level.</li> <li>Lead English Lessons <b>(when English cover is required)</b> across all year groups.</li> </ul>		

## **Main Responsibilities / Accountabilities**

*The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*

### **Support for students**

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Participate in the development and implementation of IEPs;
- Promote the inclusion and acceptance of all students within the classroom and assist with personal care tasks if required;
- Support students consistently whilst recognising and responding to their individual needs;
- Encourage students to interact and work co-operatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward students' achievement of self-reliance;
- Provide feedback to students in relation to progress and achievement.
- Promote a love of reading across the school.

### **Support for Teachers**

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives.
- Evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Deliver pre-planned activities to classes during short-term cover for teachers, successfully managing the children's learning and behaviour in accordance with school policies.
- 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.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support 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, plans etc.
- Manage/act upon Spellzone data
- Work with SENCo to maximise reading support.



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### Support for the curriculum

- Within an agreed system of supervision, plan and prepare stimulating and varied learning activities and lessons for delivery to individuals, groups and classes, demonstrating an awareness that students have a range of individual learning needs and approaches;
- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs;
- Deliver local and national learning strategies, key literacy skills 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 development of new poetry anthology
- Support raising the profile of reading.

### 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 colleague.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise and continue to develop 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
- Contribute to the identification and execution of appropriate out-of-school learning activities, which consolidate and extend work carried out in class.

### Advice, guidance and support for other teaching assistants

- To liaise between managers/teaching staff and teaching assistants, if required;
- To hold regular team/briefing meetings with other teaching assistants, if required;
- To represent teaching assistants at teaching staff/management/other appropriate meetings;

- Assist with the recruitment, appraisal, training and mentoring of other teaching assistants.
- To provide on-going advice to other teaching assistants

**Other information:**

Disclosure type: Enhanced.

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behavior and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
Amy Clewer ( Acting Head of English)	Date:

Date Job Description last reviewed: October 2024