JOB DESCRIPTION

Job Title: HIGHER LEVEL Job No:

TEACHING ASSISTANT - FOREST

SCHOOL LEADER

Grade: GR 4 Division:

No of Posts: Section:

This level is applicable for teaching assistants working at a senior level with children with either

- 1. an Advanced Practitioner role and/or
- 2. a management role

Purpose of job

- a) To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.
- b) To support teaching staff in the development and education of children including taking management responsibilities for other teaching assistants

<u>Duties and responsibilities – a) Advanced Practitioner</u>

To undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision

Support for Pupils

- 1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- 2 Assess the needs of pupils and contribute to the development of Individual Education Plans.
- 3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for Teachers

Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to

- 1 Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
- 2 Contribute to curriculum planning
- 3 Organise and manage learning sessions with specified groups of pupils
- 4 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school

- **5** Provide information and reports as required on the achievement and progress of pupils
- In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made
- A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. HLTAs will be under the direction of teachers. As HLTAs are working with whole classes more, it enables the teachers to use their higher level pedagogical skills to work with individuals or groups of children who most need complex, high level strategies and quality of teaching.
- **8** Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
- 9 Supervise and support the work of other teaching assistants in the class

Support for the school

- 1 Lead for whole school in **Forest School** and share expertise and skills with others
- 2 Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4 To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- 6 To adhere to the ethos of the school
 - 6.1 To promote the agreed vision and aims of the school
 - 6.2 To set an example of personal integrity and professionalism
 - **6.3** Attendance at appropriate staff meetings and parents evenings
- 7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Duties and Responsibilities - (B) Management role

In addition to the duties normally expected of a teaching assistant, this role will encompass the day to day management of Teaching Assistants within the school.

- 1 Assist in the development and implementation of policies relating to Teaching Assistants
- 2 Mange the performance of both individuals and teams of staff including responsibility for staff development
- 3 Contribute to the process for the recruitment of Teaching Assistants
- 4 Undertake the deployment of staff in line with school requirements
- 5 Advise the management team on any issues affecting the Teaching Assistants
- 6 Manage the use of physical resources
- 7 Plan and implement organisational operations
- 8 Support Teaching Assistants students in school settings.
- 9 Qualification required Essential

1. NVQ level 3 or equivalent plus appropriate experience.

2. HLTA status which requires the possession of Literacy and Numeracy at Level 2 or higher*

• For an interim period to September 2007 staff may be appointed prior to obtaining HLTA status but will be required to attain the status as soon as possible

Reports to Head Teacher

Principal Contracts

Special Conditions

See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision.

With the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the development needs of the member of staff.

PERSON SPECIFICATION

Job Title: HLTA – Forest School Leader Job No:

Grade: GR4 Division:

No of Post: Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Minimum of 2 years experience as a teaching assistant, within the last 5 years	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Understanding of strategies for teaching and learning	AF/I
	Understanding of the national curriculum	AF/I
	Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting	AF/I
	Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes	AF/I
	Ability to contribute to planning and preparation of lessons and teaching materials	AF/I
	Ability to contribute to assessment and monitoring of pupil progress	AF/I
	Good communication and interpersonal skills	

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	Good organisational and time management skills	AF/I AF/I
	Ability to work collaboratively with teachers and others	AF/I
	Ability to supervise others effectively, as required	A1 /1
	Ability to take responsibility and work with autonomy within set boundaries	AF/I
		AF/I
TRAINING	Willingness to undertake further professional training as appropriate	AF/I
EDUCATION/ QUALIFICATIONS	Satisfactory completion of HLTA training	AF/I
NB Full regard must be paid to overseas qualifications	GCSE English and Maths (grades A*-C) or equivalent	AF/I
OTHER	Commitment to raising standards A fluency in English speaking	AF/I
CONTRA INDICATION		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY