



King's Academy College Park

Higher Level Teaching Assistant - Job Description

Job Purpose

To organise, support & deliver teaching and learning activities for classes. The role is essentially to deliver lessons set by teachers (short-term cover & PPA provision), there may also be some small group interventions.

Key Responsibilities

- Assist in Lesson Planning: Collaborate with teachers to plan and prepare educational materials and resources for lessons, taking into account individual student needs.
- Classroom Support: Provide support during lessons by working with small groups of students or individual students, offering guidance, and addressing questions or concerns.
- Assessment and Feedback: Assist in assessing students' progress, providing constructive feedback, and helping to maintain records of their academic performance.
- Behaviour Management: Support the maintenance of a positive and inclusive classroom environment by assisting with behaviour management and ensuring a safe and respectful atmosphere.
- Special Educational Needs (SEN) Support: Work with students who have special educational needs, adapting teaching strategies and materials to meet their requirements.
- Professional Development: Engage in continuous professional development to stay updated on educational practices and contribute to the school's improvement.
- Communication: Maintain open and effective communication with teachers, parents, and other stakeholders to ensure a coordinated approach to students' education.

Qualifications

- Minimum of GCSE Grade C or equivalent in relevant subjects.
- Previous experience in working with students with diverse learning needs is preferred.
- Experience working as a Teaching Assistant or in a similar role.
- Strong knowledge of the school's curriculum and teaching methods.
- Excellent communication and interpersonal skills.
- Patience, empathy, and the ability to motivate and inspire students.
- Understanding of child development and learning processes.
- Knowledge of behaviour management techniques.

Additional Information

Higher-Level Teaching Assistants play a crucial role in promoting student achievement and creating a positive learning environment. Their support is integral to the success of students and the school's educational mission.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equality, diversity and inclusivity

Other responsibilities:

- At the discretion of the Headteacher, roles and responsibilities may change with the nature of the job described above.

To be reviewed annually as part of the Performance Management/Appraisal Process.