

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



JOB DESCRIPTION HIGHER LEVEL TEACHING ASSISTANT

Purpose

To complement the work of teachers by taking responsibility to plan, organise and support teaching and learning activities for targeted students. Namely, providing intervention support for literacy and numeracy for identified students, either as 1:1 or small groups. In addition, to hold responsibility for implementing aspects of the Academy's literacy programme.

Accountabilities:

- Planning, preparing and delivering appropriate learning activities for targeted individuals or small groups under the direction of teaching staff
- Monitoring, assessing, recording and assisting in reporting students' attainment and progress as per the Academy's assessment and reporting cycle.
- Coordinate the curriculum enhancement provision for targeted students and classes under direction of teaching staff
- Organise and manage the implementation of the Academy's literacy programme to targeted students
- Producing and modifying of schemes of work to support the literacy and numeracy development of targeted groups of students under direction of teaching staff
- Communicating with & contributing to meetings with parents to provide feedback on student progress and achievement.
- Contributing to the aims and values of the academy

Personal attributes

- Higher Level Teaching Assistant standards or equivalent experience or qualification (training can be provided)
- Ability to plan, organise and lead high quality learning activities
- Level 2 or equivalent in English and Maths
- Knowledge of the English and Maths National curriculum
- The desire to develop and improve personal skills and abilities
- Proactive approach to problem solving
- Calm under pressure, adaptable and passion for working with young people
- Confident use of ICT to support learning

This job description may be revised as the needs of the school change in future