GREATFIELDS SCHOOL

Higher Level Teaching Assistant Job Description

School: Greatfields School

Salary/Grade: APT&C Scale 6 (point 26-28) pro-rata, term time only.

Hours: 35 hours per week

Contract type: Permanent

Responsible to: SENCO

Purpose of job:

- To provide in class support to students or groups of students who require extra support with their learning.

Main activities:

- To work closely with the classroom teacher both in advance of the lesson and during the lesson to ensure the best learning outcomes for those students.
- To withdraw small groups of students from lessons when necessary in order to give them extra support. This may include students who need extra EAL, literacy or numeracy support.
- Arrange exam access arrangements for SEND students where appropriate.
- Observe SEND students in lessons.
- Observe Teaching Assistants in lessons.
- Assist the SENCO in tracking the progress of SEND students across all areas of school life.
- Accompany trips and outside visits as required.
- Supervise students at breaks and lunchtimes and take duties as required.
- To cover lessons when required.
- To take a positive approach to behaviour by forging strong and respectful relations with students.
- To contribute to the school's rich extra curricula programme.

Please note that the above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out appropriate duties as may be required by the Senior Leadership Team of Head of School within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.