



LEWESTON

SHERBORNE

TITLE/POST: Higher Level Teaching Assistant (Temporary).

PURPOSE

To work on a 1-1 basis with a pupil with specific educational needs, working with the support of the SENCo and class teacher to develop and deliver appropriate adaptations to class work to ensure its accessibility.

To work under the instruction of the teachers to support the delivery of quality learning and teaching to raise standards of achievement for all pupils.

To provide a caring, stimulating and educational environment in order for every child to be happy and have the opportunity to learn and develop, whilst following the School's policies and procedures.

To support the class teacher in all elements of classroom practice, including the management of pupils, working with groups of pupils, preparing resources and maintaining the learning environment.

Key Responsibilities & Accountabilities

- ❖ To work closely with Head of Individual Needs and subject specialists to deliver appropriate schemes of work and feedback.
- ❖ To be able to differentiate lessons, as needed.
- ❖ To enable the pupil to navigate the site safely
- ❖ To ensure that appropriate resources are provided and prepare specific adaptations to lessons in order to ensure pupil can succeed.
- ❖ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupil in their use.
- ❖ To develop the pupil's life skills.

- ❖ To liaise regularly with parents and outside agencies.
- ❖ To supervise transition times, particularly lunchtimes and breaktimes.
- ❖ To accompany pupil to sports lessons.
- ❖ To be able to deliver a scheme of work set by OT and SALT.
- ❖ Support all staff and engage in a good staff team.
- ❖ Support pupil's pastoral and care needs as required.
- ❖ To use initiative.
- ❖ Encourage pupil to interact with others and engage in activities led by the teacher.
- ❖ Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- ❖ Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- ❖ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- ❖ To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

Sherborne Dorset DT9 6EN

Email: recruitment@leweston.dorset.sch.uk ▪ www.leweston.co.uk ▪ Tel: 01963 210691

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- ❖ To be aware of the high profile of the school and to uphold its standards at all times, both in work hours and outside.
- ❖ Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ❖ Attend and participate in relevant meetings as required.
- ❖ Participate in training and other learning activities and performance development as required.
- ❖ Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.
- ❖ Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The duties and responsibilities above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary in order to meet the changing needs of the school.

Behavioural Competencies

- Excellent written and verbal communication skills
- Positive mindset & self- motivated
- Able to work on own initiative but also within a team
- Child focused

Essential Knowledge & Qualifications

- A knowledge of the KS3 National curriculum or a willingness to develop this quickly
- Experience working in a classroom environment
- An understanding of safeguarding in schools

Signed

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Date

Please print name.....