

Parkwood Hall Co-operative Academy

Job Description: Higher Level Teaching Assistant SEN and Cover Supervisor

Name:

Responsible to : Cluster Lead for relevant Cluster

Responsible for : Senior Teaching Assistants

Key Tasks: To work closely with the Cluster Leads and the Deputy Principals to lead and manage the Teaching Assistant team.

To work under the guidance of the Cluster Leads to take charge of a group of students to supervise the work that forms part of their agreed programme of lessons, which have been planned in agreement with the class teacher.

To support the students with their learning and to support the teacher with the organisation of the class, including administration, resources and display.

To take a responsibility for direct work with groups of students, under the direction of the teacher.

To support, mentor and line-manage Senior Teaching Assistants and Teaching Assistants in the cluster implementing the Appraisal Policy and the appraisal/performance management arrangements, including setting targets and evaluating performance.

MISSION STATEMENT

Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside the Academy.

"Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body

SPECIFIC RESPONSIBILITIES

EDUCATIONAL SUPPORT

Within an agreed system of supervision, to work in collaboration with the Cluster Leads and the class teacher to develop lessons, work plans and the classroom environments.

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To record the progress of the students.

To feedback the achievement of students to colleagues through the agreed monitoring systems.

To report on student achievements and adjust their work as necessary.

To establish and maintain constructive relationships with parents/carers by :

- Supporting their role in students' learning.
- Providing constructive feedback on students' progress and achievements
- Facilitating their support for the students' attendance and
- Support home to Academy/community links

To take a lead role in the planning, development and organisation of systems, procedures and programmes.

To contribute to developing behaviour strategies. To be proactive in managing behaviour, promoting self control, independence and integration.

To provide other administration support including dealing with photocopying, correspondence, compilation, analysis, etc, making phone calls etc, and liaison with relevant external agencies.

To work within an agreed system of supervision with groups of children and to take responsibility for their learning.

To work in partnership with the Cluster Lead for the relevant Cluster to support the Academy induction process for students.

To accompany teachers and classes on educational visits. This may include, by mutual agreement, overnight stays.

To work with the class teachers in dealing with finished work and preparing displays and filing work.

To determine the need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account students' interests, language and cultural background.

To be responsible for the management and ordering of stock and resources in the relevant cluster and to ensure records are kept.

Advise, demonstrate and assist in the safe and effective use of specialist resources, including ICT.

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Deliver the waking day curriculum and make effective use of opportunities provided by other learning support activities to support the development of students' skills.

To attend Parents Day and Annual Reviews as required.

PASTORAL SUPPORT

Assess, manage and deliver pastoral and learning support.

Provide feedback to students in relation to progress and achievement.

To work with students, understanding how to motivate and encourage them to achieve and develop.

To work with teachers in the relevant Cluster to develop and implement IEPs and behaviour mentoring plans.

To understand the individual needs of the students and be responsible for advising them on social, health and hygiene developments.

To deal with minor incidents and the health and hygiene of the students and where necessary escalate concerns to the Nurse or Cluster Lead.

To promote the inclusion and acceptance of all pupils within the classroom. To encourage students to interact and work co-operatively with others and engage in all activities.

To be responsible for the well-being of any student in the Academy, in particular those in the relevant Cluster

To have an awareness of the emotional needs of the students and to use this awareness in strategies for managing behaviour.

To support physiotherapists, occupational therapists, nurses and other professionals as directed.

To support students in particular tasks of personal hygiene, which may involve personal care.

To support colleagues in the use of Team Teach techniques following careful guidelines as required.

To liaise with fellow professionals in the Academy in order to maintain continuity of support for students.

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ADMINISTRATION, MANAGEMENT AND PROFESSIONAL DEVELOPMENT

To undertake line management responsibilities for the Senior Teaching Assistants and through them the Teaching Assistants.

Hold regular team meetings.

To attend Parents Day, Joint Reviews and Annual Reviews as required

Represent Teaching Assistants at teaching staff/management/other meetings.

To participate in the recruitment of Senior and Teaching Assistants.

To undertake induction/performance management/training and mentoring for Senior Teaching Assistants.

To oversee the induction/ performance management/training and mentoring for Teaching Assistants.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To be aware of and ensure compliance with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate senior manager.

Establish constructive relationships and communicate with other professionals to support achievement and progress of students.

Contribute to the identification and running of out of Academy learning activities which consolidate and extend work carried out in class.

Be responsible for the provision and delivery of out of Academy learning activities for example clubs and enrichment activities within the guidelines established by the Academy.

To promote equal opportunities at all times.

To work with the Cluster Leads and Deputy Principals in timetable arrangements and when appropriate arrange cover with the Senior Teaching Assistants when Teaching Assistants are absent.

COVER SUPERVISOR B

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In the absence of a teacher and under the guidance of the relevant Cluster Lead
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To work under the guidance of the Cluster Lead, to take charge of a group of students to supervise the work that forms part of their agreed programme of lessons, which have been planned with the agreement of the class teacher.

To have a full understanding of the planned lesson.

To ensure that the necessary resources are available for the lesson.

To undertake any administration duties to support the lesson.

To provide a supportive and calm working environment for the students and maintain good order in the class.

To explain and demonstrate the tasks to the students both as a class and on an individual basis.

To report back to the Cluster Lead on the students' responses to the lesson and their behaviour.

GENERAL RESPONSIBILITIES

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the organisation's image.

To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

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SignedPostholder

SignedPrincipal

Date

COMPETENCIES -

HLTA

- To hold relevant HLTA qualification.
- To exceed the competencies for Teaching Assistants and Senior Teaching Assistants.
- To have the ability to deliver learning activities within an agreed system of supervision.
- To be responsible for organising and managing an appropriate learning environment with an agreed system of supervision.
- To have excellent numeracy and literacy skills.
- To take responsibility for recording the progress of students in an objective and detailed way.
- To demonstrate a good understanding of child development and learning processes.
- To demonstrate an understanding of the statutory framework relating to teaching.
- To have thorough understanding of the teaching strategies and aims for the lessons in the relevant learning phase.
- To have the ability to organise, lead and motivate a team of Senior Teacher Assistants and through them the Teaching Assistants.
- The ability to constantly improve own knowledge.
- To have good ICT skills for lesson plans etc.
- To demonstrate the use of detailed specialist knowledge to support students' learning.
- To have the ability to use a range of assessment strategies to evaluate learning.
- To have the ability to develop and implement IEPs.
- To have experience of implementing the national curriculum and other relevant programmes for learning.
- To have the ability to manage the supervision of students excluded from or not working to timetable.
- To have the ability to manage liaison with other schools/colleges/agencies to gather student information.
- To have the ability to manage record keeping systems and processes.
- To have the ability to take a lead role in developing and implementing behaviour management strategies.

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- To take a lead role in developing attendance and integration systems.
- To have the ability to use own initiative to investigate and establish the range of activities and organisations that can broaden learning.

Cover Supervision

- To have excellent literacy and numeracy skills (GCSE grade C or equivalent qualification).
- To have the ability to create a supportive and calm working environment for a large group of children.
- To have a thorough understanding of the teaching strategies and aims for the class.
- To have the ability to encourage students to interact and work co-operatively.
- To have experience of implementing the national/foundation stage curriculum and other relevant programmes for learning.
- To have a thorough understanding of child development.
- To have the ability to explain and demonstrate the tasks required to the students, on an individual basis as required.
- To have the ability to monitor and evaluate students' responses to learning activities and to feed back to the teacher/Cluster Lead.
- To have the ability to use a range of assessment strategies to evaluate and monitor students' learning.
- To have the ability to work with individual students to help them thoroughly understand the work they have been given.
- To have the ability to select and prepare the resources necessary to deliver the lessons, taking into account students' interests and their abilities.
- To have the ability to use detailed specialist knowledge and skills to support students' learning.
- To have the ability to deliver lessons to groups of students with different abilities, under the supervision of the Cluster Leads.
- To have the ability to be responsible for planning the work of the class, confirming and agreeing those plans with the Cluster Leads.
- To have the ability to design and implement additional work tasks for the students.