

THE RUSSETT SCHOOL

JOB DESCRIPTION

IMPORTANT

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

All employees are responsible for safeguarding and promoting the welfare of children.

JOB TITLE: HIGHER LEVEL TEACHING ASSISTANT (SPECIAL SCHOOL)

REFERENCE: AAAF5028

GRADE: 7

RESPONSIBLE TO: The Executive Head Teacher

BASIC JOB PURPOSE Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for whole classes of pupils to maintain continuity of pupil's learning.

NO	MAIN RESPONSIBILITIES
1.	Undertake a specialist role using appropriate multi-sensory learning strategies, resources and equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with special needs.
2.	Within a framework prescribed by a class teacher, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
3.	Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
4.	Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for

	the provision of appropriate learning scaffolding.
5.	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques and provide accurate assessments and reports on learning and behaviour development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for pupils.
6.	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
7.	Ensure that pupil's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
8.	Supervise attendance to the pupils personal, social and physical needs by other school staff so that pupils wellbeing is maintained.
9.	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
10.	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing
11.	Attend staff and other meetings and participate in staff training development work and staff reviews as required