



POST TITLE: Higher Level Teaching Assistant – Modern Foreign Languages
POST NO:
GRADE: Grade 7

CONTRACTUAL
ARRANGEMENTS:

ACCOUNTABLE TO:

PURPOSE OF THE JOB

- To support non-contact time through planning, assessing and teaching groups of children and providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

KEY ACCOUNTABILITIES

1. To plan for, assess and teach children, as directed by the lead teacher, to support subjects and learning in Modern Foreign Languages (according to the requirements of the school, this will include the supervision of a classroom for periods of time);
2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
3. To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;
4. To lead on and assist as necessary with the planning, development and delivery of suitable programmes of work for pupils,.

5. To support class/ lead teachers to design, create and produce learning activities, materials and resources to support aspects of the Modern Foreign Languages curriculum or particular learning outcomes, and to assist and support the children in using them;
6. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
7. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
8. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
9. As directed by the Lead / Class Teacher, to liaise with outside agencies, where appropriate, in respect of individual children;
10. To assist with general school duties. These may include:
 - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
 - b. Supervision of children during playtimes and Lunch
 - c. Supervision of children entering and leaving school premises

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.