
Job Description for Higher Level Teaching Assistant

Responsible to: Headteacher

Based at: Redscope Primary School

Paid on: Band G of the School Support Staff Pay Scale, Points 19-23 (£31,067-31,586 FTE)

OVERALL PURPOSE OF THE POST

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.

The postholder will be responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants, including allocation and monitoring of work and training. The postholder will work collaboratively with other Teaching Assistants and this will include representing Teaching Assistants at Teaching staff / management or other appropriate meetings. The postholder will undertake recruitment / induction / appraisal / training and mentoring of other Teaching Assistants.

MAIN DUTIES

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement if self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging Teaching and Learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback reports, as required, to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement.
- Administer and assess/mark tests and invigilate statutory and non-statutory tests.
- Produce lesson plans, worksheets, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils, within the agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g. Literacy, Numeracy, KS2, KS1, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on the appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher to support achievement and progress of pupils.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Deliver out of school learning activities within the guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

General

- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Be willing to positively contribute to the school community e.g. helping with fundraising initiative, taking groups of pupils to represent the school.
- Perform other duties as assigned by your line manager.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Higher Level Teaching Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Previous experience working as a Teaching Assistant • Experience acting as a Cover Supervisor • Experience working with children in the 2-11 age range 	<ul style="list-style-type: none"> • Experience as Higher Level Teaching Assistant
Education and Training	<ul style="list-style-type: none"> • HLTA status • English and Maths Level 'C' GCSE or equivalent • Previous intervention training 	<ul style="list-style-type: none"> • Other qualifications relevant to the post
Special Skills and Knowledge	<ul style="list-style-type: none"> • Ability to identify risks within personal objectives. • Plan and deliver age appropriate lessons using strategies • Assessments • Ability to manage and develop other Teaching Assistants and students • SEND – inclusion in planning/delivery/support • Ability to manage challenging behaviour • Good organisational skills • Ability to work as a team and build relationships • Good ICT skills 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • An understanding of and commitment to equal opportunities issues both within the workplace and the community in general. • A commitment to the provision of anti-discriminatory and anti-oppressive practice. • A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. • Conscientious, honest and reliable. 	

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