

JOB DESCRIPTION

School: Bradfield CE Primary School	Local Authority: West Berkshire
Job Title: Higher Level Teaching Assistant	Grade/Salary Range: Grade E Scale Point 7 - 12 (£22,294 - £26,421 FTE)

JOB PURPOSE

- To undertake work and responsibilities in line with Standards for Higher Level Teaching Assistants.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for Teachers.
- To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment.
- In agreement with SLT, be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To consistently promote positive values, attitudes and behaviour
- To promote the inclusion and acceptance of all pupils, encouraging the social and emotional development of all pupils and encouraging all pupils to participate in all aspects of school life

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Classroom Teacher (day to day activities) and to the Headteacher (overall pattern of work).

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To deliver and support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes
- To contribute to setting targets and to reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the Primary Curriculum.
- To undertake monitoring and assessment of pupils work.
- To provide feedback to pupils in relation to their progress and achievement.

Support for teacher

- To be involved in display work around the school and to direct others as necessary.
- To monitor and evaluate pupils responses to learning activities and note their progress towards targets.
- To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
- Support the evaluation of pupils' progress using a range of assessment techniques.
- To contribute effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupils progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

Support for the school

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- To carry out playground and lunch time duties.
- To attend relevant meetings and participate in training and development opportunities as appropriate.

- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems. 24. To adhere to school policy on equality and diversity.

Support for the curriculum

- Use ICT effectively to support learning activities and develop pupils competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Other

- To undertake other duties appropriate to the post that may reasonably be required from time to time
- Safely manage the learning activities, teaching space and resources within the school
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Promote the welfare of children and support the school in safeguarding children. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- Maintain confidentiality at all times

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

Bradfield CE Primary School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks, along with other relevant employment checks.

PERSON SPECIFICATION

Job Title: Teaching Assistant	School: Bradfield CE Primary School
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* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications and Experience</u> ☐ Meet HLTA standards or equivalent qualification or experience ☐ Demonstrable numeracy and literacy skills GCSE Grade C or above or NVQ Level 2 ☐ Training in relevant learning strategies ☐ Willingness to undertake any training as deemed necessary by the school ☐ Qualified First Aider	E E E E D	These are required to ensure that the TA is able to communicate effectively with the pupils A qualified First Aider certificate is useful within the school environment
<u>Knowledge</u> ☐ Knowledge and understanding of the National Curriculum ☐ Understanding of behaviour management strategies ☐ Experience of working with children ☐ Awareness of child protection and bullying issues. ☐ Awareness of the school's inclusion policies and practices ☐ Sound IT skills to support learning and maintain educational systems	E E E E D E	Working with pupils from a range of backgrounds and special needs It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils To ensure that all pupils are included as part of the school.
<u>Work-related Personal Qualities</u> ☐ Highly creative in all approaches to delivering the curriculum ☐ Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs ☐ Professionally discreet and able to respect confidentiality ☐ Flexible approach to tasks	E E E E	It is extremely important that the postholder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner. At times there may be confidential discussions about children or families that you are involved in to better understand your role. Flexibility around the school may be required at any time.

☐ Willing to work as part of a team ☐ Good organisational ability and time management skills ☐ Enthusiastic and committed ☐ Ability to listen to advice and act upon support given ☐ Willingness to undertake relevant in-service training	E E E E E	Working with other members of staff at all levels is a key requirement of the role
<u>Other Work-related Requirements</u> ☐ Suitability to work with children ☐ Patient and resilient	E E	