

Orchard Fields Community School

KS1 Higher Learning Teaching Assistant

Job Description

This job description is written in accordance with recommendations in the Conditions of Service handbook.

Purpose:

With support and guidance from class teacher, to be responsible for the education of a groups of children, providing a broad based curriculum which takes account of the legal requirements of the Early Years/national curriculum and the school policies and guide lines.

To be an active member of the school and share responsibilities, skills and expertise when required.

Position in organisation:

The HLTA will be accountable to families, the school staff, the governors and may be asked to support in coordinating a subject area

The HLTA will be specifically responsible for the assigned/groups of pupils in her/his class and have general responsibility for all the children in the school with regard to behaviour and discipline.

Responsibilities:

The HLTA is expected to:

- Be available for work for 195 days in any school year as specified by the headteacher
- Provide a stimulating learning environment for the children which is in accordance with the health and safety requirements and have responsibility for the monitoring and maintenance of any resources used in the classroom.

- Ensure that planning is completed weekly and daily as directed by the class teacher and that it reflects the requirements of the National Curriculum
- Maintain records for each child and ensure that assessment activities are carried out in order to promote continuity of learning and assessment within the school. Promote positive behaviour and have good classroom management skills.
- Ensure that the school safety policy and procedures are followed in order to keep children and adults safe.
- Liaise with the SENCo on providing support and a differentiated curriculum for children with special educational needs.
- Liaise with SENCo to prepare reports for the outside agencies who can provide expertise for children experiencing difficulty.

Relating to the whole school.

The HLTA is expected to:

- Promote a friendly welcoming climate.
- Ensure consistency of practice across the school.
- Help maintain good order and discipline throughout the school.
- Participate in school related administration and organisational tasks such as registration, playground duty, etc.
- Play an active role in attending courses relevant to personal and professional development and/or the needs of the school.
- Attend parent meetings and consultations as required.
- Support the school in its links with the wider community.

Planning and preparation time

The HLTA will:

- Be allowed reasonable periods of time, PPA time, to enable them to carry out their duties - planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of children and assessments and reports for specified groups of children.
- Not be required to carry out any other duties, including the provision of cover, during their PPA time.