**Wirksworth Junior School**

**Job Description for a Higher Level Teaching Assistant**

**Job details**

**Job title:** Higher level teaching assistant (HLTA) covering leadership and PPA

**Salary:** Grade 9

**Hours:** 33 hours a week- 39 weeks

**Contract type:** Permanent

**Reporting to:** Headteacher

**Main purpose**

The HLTA will:

* Teaching whole classes for PPA and leadership time within a predetermined framework and supervision from the class teachers to raise the learning and attainment of pupils

**Duties and responsibilities**

**Teaching and learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher
* Direct the work, where relevant, of other adults in supporting learning
* Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.
* Within an agreed system of supervision and with a pre-determined lesson framework, teach whole classes covering PPA.
* Provide verbal and written feedback on lessons, in line with the school assessment and marking feedback policies.
* Motivate pupils and progress their learning by using clearly structured, interesting teaching and learning activities.
* Make effective use of lesson plans, learning objectives and success criteria, targets and IEPs.
* Be aware of and support Modern British Values and ensure all students have equal access to opportunities to learn and develop.
* Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the school.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
* Progress individual learning in a range of classroom settings, including working with individuals, small groups and whole classes where assigned by the teacher.
* Organise and safely manage the learning environment and resources.
* Promote and reinforce pupils’ self-esteem and independence and employ strategies, in line with school policy, in order to recognise and reward achievement.

**Working with colleagues and other relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data-protection and report all concerns to the relevant person.
* Attend and participate in relevant meetings, training and appraisal as required.
* Assist school leaders in offering mentoring and support and guidance to other teaching assistants as required.

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision.
* Make a positive contribution to the wider life and ethos of the school.
* Promote the school’s core values: respect, trust, togetherness, fairness, perseverance and aspiration.

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy.
* Look after children who are upset or have had accidents.

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
* Take part in the school’s appraisal procedures.

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.
* Comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description.

**Other areas of responsibility**

The HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Please note that all holidays must be taken during the school holiday period and wherever possible medical appointments etc. should be made outside school time.

Signed:…………………………………….. Date:……………………………………………………………

July 2022

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