

JOB DESCRIPTION

TEACHING ASSISTANT – HLTA STATUS

GRADE: Grade 5, SCP 12-15

RESPONSIBLE TO: Co-Headteachers & Deputy Headteacher

Main purposes of the job:

Working under the direction and within an agreed system of supervision from a qualified teacher.

- 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, groups of pupils or whole classes
- 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 from EYFS to upper key stage two
- To use behaviour management strategies in line with the school 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.

Main responsibilities and tasks

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 cooperatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the Primary Curriculum and EYFS curriculum
- To undertake monitoring and assessment of pupils' work.
- To provide feedback to pupils in relation to their progress and achievement.

Support for the 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 across different year groups in the school
- 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 lunchtime duties.
- Deliver 'out of school' learning activities e.g. After school clubs.
- 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.
- To adhere to school policy on equality and diversity.

Support for the curriculum:

- Use ICT effectively to support learning activities and develop the 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 Co-Headteachers