**Job Description**

Post Title: Higher Level Teaching Assistant.

Grade: Band G. 19.5 hours a week term time only (Wednesday, Thursday, Friday).

Responsible to: The Head Teacher.

**Main Purpose:**

To complement the professional work of teachers by taking responsibility for agreed learning activities with the teacher. To plan, prepare and deliver learning activities for individuals, groups and classes. To cover classes for Teacher’s PPA and short-term sickness cover.

Duties and Responsibilities:

1. 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.
* Implement Individual Development Plans and EHCPs.
* 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 of self-reliance.
* Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

* Organise and manage appropriate learning environments and resources.
* Plan challenging teaching and learning activities.
* Monitor and evaluate pupils’ responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.
* Provide accurate feedback and 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 behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
* Support parents with pupils’ learning and contribute to meetings with parents as required to provide constructive feedback on pupil progress / achievement.
* Administer and assess/ mark tests and invigilate exams/ tests.
* Produce lesson plans, worksheets, plans etc.

3. 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, KS1 and 2, 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.

4. 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 diversity 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.

5. General

* Postholders will be required to have met the Higher Level Teaching Assistant standards or have an equivalent or higher qualification.
* Attend INSET /staff meetings as required.
* Supervise pupils at playtimes (on a rota).

The following knowledge/skills will be required:

* Full working knowledge of relevant policies/codes of practice/legislation.
* Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
* Good understanding of child development and learning processes.
* Understanding of statutory frameworks relating to teaching.
* Ability to organise, lead and motivate a team.
* Constantly improve own practice/knowledge through self-evaluation and learning from others.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

K Hill May 2025