

Job Description

Title of post	<i>Higher Level Teaching Assistant</i>
Salary	<i>Grade G scale point 13-18</i>
Hours of work	<i>32.50 per week, Monday - Friday 8.30am until 3.30 pm Term-time only +5 training days</i>
Line manager and responsible for reviews	<i>Headteacher</i>

Purpose of the Post

Willow Tree Primary School is looking to appoint a Higher Level Teaching Assistant to support teaching and learning across the primary age range. The successful candidate will be responsible for teaching from a range of schemes of work whilst class teachers are on their PPA (Planning, Preparation and Assessment) time.

Willow Tree Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Willow Tree Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Willow Tree Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Willow Tree Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Supporting Learning and Development

1. To deliver learning activities from schemes of work for classes across the primary age range, as agreed by class teachers.
2. To promote a positive learning environment in a range of classroom settings and encourage students to achieve their personal best.
3. To be a role model for our students and be sensitive and responsive to students' needs.

4. To use behaviour management strategies effectively and communicate with class teachers any concerns about a student's learning.
5. To develop, prepare and adapt resources for learning activities in accordance with lesson plans and schemes of work.
6. To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
7. To take part in school activities and events as required, accompanying and supporting students on outings from school as necessary
8. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole groups.
9. To monitor students' participation and progress and provide constructive feedback to students and class teachers in relation to their progress and achievement.
10. To assist in maintaining and analysing records of pupils' progress.
11. To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
12. To support students to manage transitions in their lives.
13. To attend professional development meetings.
14. To carry out administrative support as required.
15. To provide support to students during times of crisis, including physical intervention if needed.

Communication

- Establish and maintain effective relationships with pupils, parents/carers and with other agencies/professionals
- Communicate effectively with pupils, families, carers and other agencies / professionals

Sharing information

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings

Safeguarding and Promoting the Welfare of Children/Young People

- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

Administration/Other

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
- Support the use of ICT and adhere to relevant policies
- Participate in appraisal, training and other learning activities

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

Equalities

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.