



Higher Level Teaching Assistant and After School Club Leader - Job Description

Main Job Purpose

To complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Contribute to the planning, delivery and monitoring of learning activities.

To undertake the care of individuals or groups of children and support their play, learning and development after school.

Main Duties

1. Contribute effectively to teachers' planning and preparation of lessons.
2. Work within a framework set by the teacher, plan own role in lessons including the provision of feedback to pupils and colleagues on pupils' learning and behaviour.
3. Contribute effectively to the selection and preparation of teaching resources to meet the diversity of pupils' needs and interests.
4. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
5. Deliver lessons to pupils, using clearly structured teaching and challenging learning activities which interest and motivate pupils and advance their independence as learners. This includes lessons delivered via distance learning or computer aided techniques.
6. Promote and support the inclusion of all pupils in the learning activities in which they are involved, using behaviour management strategies, which contribute to a purposeful learning environment, in line with the school's policy and procedures. Recognise and respond effectively to any equal opportunities issues which arise, eg. by challenging stereotyped views, bullying or harassment, following relevant policies and procedures.
7. Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
8. Where relevant, guide the work of other Teaching Assistants in the classroom.
9. Organise and manage safely the learning activities, the physical teaching space and resources.
10. Assess and record the development, progress and attainment of pupils, and support teachers in evaluating pupils' learning needs.
11. To ensure that the health and safety needs of each individual child are met at all times.
12. To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
13. To foster children's language development and social skills through sustained shared thinking and the use of open ended questioning.

14. Acknowledge and note individual children's progress and development and be able to share this with parents and supervisor. Report any issues of concern regarding an individual child to supervisor as soon as possible.

5. Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, make these part of the play experience wherever possible.

Supervision and Management

The jobholder does not have full regular management responsibility for staff but provides guidance and direction to Teaching Assistants when a qualified Teacher is not present.

Key Contacts and Relationships

The jobholder coaches and mentors pupils, and formally delivers lessons to them. There is a regular need to tailor communication to the needs of the pupils. Other key contacts are with other school staff, parents and sometimes professionals from outside the school who are involved with particular pupils.

Knowledge and Skills

The ability to undertake a range of tasks involving the application of rules, procedures and techniques. The jobholder requires detailed knowledge and skills in matters such as the school curriculum; the age-related expectations of pupils; the main teaching and learning support methods and relevant testing/examination frameworks. The jobholder must have been assessed by an accredited Assessor as having met the national Higher Level Teaching Assistant standards.