



# Higher Level Teaching Assistant

<b>JOB DESCRIPTION</b>		
<b>POST TITLE:</b> Higher Level Teaching Assistant		<b>GRADE:</b>  Scale 6
<b>DIRECTORATE:</b> Education	<b>NAME OF SCHOOL:</b> Bonner Primary School	<b>LOCATION:</b> Bonner Primary School
<b>RESPONSIBLE TO:</b>		
<b>STAFF SUPERVISED:</b>		
<b>RESPONSIBLE FOR:</b>		
<p><b>PURPOSE OF THE JOB:</b> To provide higher level teaching and learning support for pupils, teachers and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life, having due regard to the school's aims, objectives, schemes of work, policies and relevant national requirements.</p> <p>Under the direction of the class teacher/subject teacher, to work with whole classes, smaller groups and individuals, carrying out '<i>specified work</i>' as outlined in regulations and guidance under Section 133 of the Education Act 2003.</p>		

## **DUTIES AND RESPONSIBILITIES**

### **A. Professional standards**

1. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
2. To demonstrate and promote the positive values, attitudes and behaviour expected from pupils at all times.
3. To work collaboratively with colleagues, and carry out your roles effectively, knowing when to seek help and advice.
4. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
5. To improve your own practice, including through observation, evaluation and discussion with colleagues.

The following teaching and learning activities in Section B to E should take place under the direction of a qualified teacher in accordance with arrangements made by the head teacher of the school. Those in italics are "*specified work*", which may be carried out in the absence of the teacher from the classroom. However the class/subject teacher remains responsible for pupil progress.

### **B. Planning and expectations**

1. Contribute effectively to teachers' planning and preparation of lessons.



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2. Work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
3. Contribute effectively to the selection and preparation of teaching resources that 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.

## **C. Monitoring and assessment**

1. *Support teachers in evaluating pupil's progress through a range of assessment activities.*
2. Monitor pupils' responses to learning tasks and modify your approach accordingly.
3. Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
4. *Maintain and analyse records of pupils' progress.*

## **D. Teaching and learning activities**

1. Use clearly structured teaching and learning activities that ensure you maintain interest and motivate pupils, and advance their learning.
2. Communicate effectively and sensitively with pupils to support their learning.
3. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
5. *Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes during the short term absence of the teachers.*
6. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
7. Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
8. Organise and manage safely the learning activities, the physical teaching space and resources for your given responsibilities.

## **E. Other**

1. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
2. To supervise pupils during breaks, if required.
3. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Senior Leadership Team.
4. To work across both sites as required