

CHRIST THE KING

Catholic Primary School

Lulworth Road, Reading RG2 8LX.



Tel: 0118 901 5434 e-mail: admin@christtheking.reading.sch.uk

POST TITLE: Higher Level Teaching Assistant

SPINAL POINT: 19-22

REPORTS TO: Headteacher, Assistant Headteachers

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post. In general terms the post of Higher Level Teaching Assistant combines the functions of a Learning Support Assistant with some of the roles more usually reserved to a teacher. In particular the HLTA supervises whole class groups without the direct supervision of a teacher, manages other members of staff and may take responsibility for teaching and learning within certain specified areas of the curriculum.

Teaching and Learning

1. Deliver specified areas of the curriculum to whole classes or small groups, including preparing lessons and marking work: these areas to be negotiated dependent upon the pupils' need and the individual expertise of the HLTA. An HLTA is not expected to take responsibility for the teaching and learning of a class.
2. Provide cover as required for absent teachers.
3. Manage and deploy any LSA support available within the classroom.
4. Assist in the educational and social development of pupils under the direction and guidance of the headteacher, assistant headteachers, SENCO and class teachers.
5. Assist in the implementation of Individual Education Programmes for students and help to monitor their progress.
6. Provide support for individual students both inside and outside the classroom to enable them to participate fully in activities.
7. Assist class teachers with maintaining student records.
8. Support students with emotional or behavioural problems and help to develop their social skills.
9. Liaise with teachers about timetabled teaching sessions.

Administrative duties

1. Prepare and present displays of students' work.
2. Support class teachers by photocopying, preparing materials, organising resources, tidying away, managing the classroom and storage spaces and undertaking such other activities, at the direction of the teacher, as may contribute to the smooth running of the classroom.
3. Undertake other duties from time to time as directed by the Headteacher, or one of the Assistant Headteachers.

“I come to bring you life; life in all its fullness.” John 10:10

Standards and Quality Assurance

1. Support the aims and ethos of Christ the King Catholic Primary School as expressed in the school's Mission Statement.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend staff and team meetings held within the working day.
4. Undertake professional duties that may be reasonably assigned by the Headteacher or Assistant Headteachers.
5. Be proactive in matters relating to Health and Safety.
6. Be prepared to undertake such in-service training as will enable the postholder more efficiently to carry out the role and better to assist the children.

Career Development and Performance Management

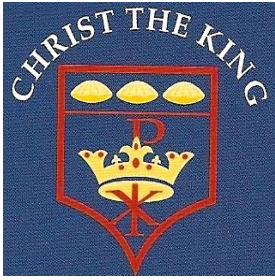
The Higher Level Teaching Assistant is entitled to:

1. an annual review of performance at which this job description will be reviewed;
2. access to in-service training which will enable the postholder to develop his or her skills for their own personal benefit as well as for the benefit of the school.

Hours of work and remuneration

This post is for 30 hours a week, Monday – Friday during term time and is paid at Scale 6, spinal point 19-22.

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CATHOLIC PRIMARY SCHOOL and NURSERY
with THE ARK, a SPECIALIST RESOURCE



Christ the King Catholic Primary School

HIGHER LEVEL TEACHING ASSISTANT – PERSON SPECIFICATION

PERSON SPECIFICATION	Essential/Desirable
Qualifications	
GCSE Maths and English to grade C or above or equivalent	D
Specific qualification equivalent to NVQ Level 2 or 3	D
Experience	
Experience of working with children	E
Experience of working with children with special needs	E
Experience of planning and delivering learning activities	D
Skills and knowledge	
Good literacy and numeracy skills	E
Good organisational skills	E
Ability to build effective working relationships with pupils and adults	E
Excellent verbal communication skills	E
Active listening skills	E
Good ICT skills	D
Understanding of effective teaching methods	D
Work-related personal qualities	
Committed to the Catholic ethos of the school	E
Enjoyment of working with children	E
Sensitivity and understanding, to help build good relationships with pupils	E
Commitment to safeguarding pupil's wellbeing and equality	E
Willingness to take part in appropriate training and personal and professional development	E
Able to stay calm in stressful situations	E

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