



CHRIST the KING

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



Higher Level Teaching Assistant Job Description

Post: Higher Level Teaching Assistant

Responsible to: Class Teacher, Senior Leadership Team

Hours: 8:30 – 3:30pm

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.

Teaching and Learning

1. To cover and lead class teaching as and when appropriate
2. Direct the work, where relevant, of other adults in supporting learning
3. Assist in the educational and social development of pupils under the direction and guidance of the class teacher, SENCO and Senior Leadership Team.
4. Assist in the implementation of Individual Education Programmes for students and help to monitor their progress.
5. Provide support for individual students both inside and outside the classroom to enable them to participate fully in activities.
6. Assist class teachers with maintaining student records.
7. Support students with emotional or behavioural problems and help to develop their social skills.

Planning

1. Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
2. Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
3. Plan support for the inclusion of pupils in the learning activities

Administrative duties

1. 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.
2. Undertake other duties from time to time as directed by the Headteacher.
3. Assess pupil's work through marking and feedback.
4. Contribute to pupil data where appropriate.

Working with staff, parents/carers and relevant professionals

1. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
2. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
3. Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
4. With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
5. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
6. Develop effective professional relationships with colleagues

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 Senior Leadership Team.
5. Be proactive in matters relating to Health and Safety.
6. Be prepared to undertake such in-service training as will enable the post holder more efficiently to carry out the role and better to assist the children.

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Promote the safeguarding of all pupils in the school

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 post holder to develop his or her skills for their own personal benefit as well as for the benefit of the school.