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| Job title: | Higher Level Teaching Assistant |
| Grade: | 4 |
| Location | Finham Primary School |

Job Purpose

To work under the instruction and guidance of teaching staff to ensure all children are making progress. To have high expectations of every child. To take responsibility for groups of children and cover lessons under the direction of the headteacher.

Duties and Responsibilities:

Supporting Pupils

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Deliver pastoral and learning support
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Personalised Learning Plans
- Establish constructive relationships with pupils, act as a role model, set high expectations and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support pupils consistently whilst recognising and responding to their individual needs
- Set challenging expectations; motivate, promote self-esteem and independence to encourage them to achieve
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To take responsibility for groups of children including the marking and feedback for the work they produce and the planning of activities to support learning.

Supporting Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed and as appropriate
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc
- Promote good pupil behaviour, be proactive in dealing with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour



- Establish constructive relationships with parents / carers
- Administer routine tests and undertake routine marking of pupils' work
- Work with the class teacher to complete administration tasks
- With guidance from the class teacher / line manager, input pupil data and assessment information

Supporting the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, with support, adjusting activities according to pupil responses
- Undertake programmes linked to curriculum
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources to meet the lesson plans / relevant learning activity and assist pupils in their use

Supporting the School

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist in the general care of the school environment
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes, and in the dining hall or playground as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence
- Undertake all such duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher

