



## **Higher Level Teaching Assistant**

### **JOB DESCRIPTION**

#### **PURPOSE OF THE ROLE**

To support and assist the staff and the school with the educational, physical and social needs of pupils; particularly in the management of pupils' learning, development and well-being.

To work with the school to support the delivery of the curriculum to meet the needs of all pupils.

The post-holder is one of a team of support staff who support the learning and development of pupils. Flexibility by all staff is important in order to meet the needs of pupils and the school.

The post-holder is managed by the Headteacher supported by our senior leaders and under the day-to-day supervision of class teachers across the school.

#### **Additional information**

The post-holder is required to contribute to and support the overall aims, ethos and development plans of the school.

All staff are required to participate in training and other learning activities, as required by the school's policies and practices.

#### **Main areas of responsibility and other duties**

- To plan and teach high quality lessons across the curriculum, providing planned or emergency cover across the school
- Attend to pupils' personal and social needs, including health, hygiene, first aid and welfare matters.
- To promote a positive and enthusiastic attitude to learning.
- To proactively contribute to the school's established expectations of pupil behaviour and achievement.
- To adhere to the school's behaviour policy and therapeutic ethos.
- Support and extend pupils of all abilities under the direction of the class teacher.

- To liaise with parents and carers under the direction of the class teacher and to maintain professional relationships with staff, pupils and parents/carers.
- To contribute to and attend meetings with professionals.
- To assist with escorting children on educational visits.
- To supervise, engage and support children's learning through play during break and lunchtimes, ensuring their safety, whilst maintaining the school's expectations of behaviour and good manners.
- Prepare classrooms and other learning environments and clear afterwards.
- Support teachers to maintain a safe and stimulating learning environment.
- To perform any other reasonable tasks requested by the Headteacher and Senior Leaders.

The accountabilities and responsibilities listed here are neither definitive nor exhaustive. The job description is therefore subject to change to reflect or anticipate changes in the post that may be required to accommodate the needs of the pupils and the school.

*The post is classed as having a high degree of contact with children and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Flamstead End School's pre-employment checks.*

*The role will be reviewed annually.*