



JOB DESCRIPTION

The Winchcombe School

| JOB TITLE | GRADE/SALARY RANGE |
|---------------------------------|--------------------|
| Higher Level Teaching Assistant | Band F |

JOB PURPOSE

- To complement the work of the teacher, substantially contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.
- To monitor and assess pupils and record and report on pupils' achievements and development under an agreed system of supervision.
- Plan, assess and deliver learning activities to individuals, small groups and whole classes
- To support all pupils in their learning and development treating them with respect and consideration
- To consistently promote positive values, attitudes and behaviour
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage the social and emotional development of pupils
- To encourage pupils to participate in all aspects of school life
- To implement agreed work programmes with individuals or groups in or out of the classroom.
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils and work alongside our Pastoral/SEN team in supporting our children
- Attend planning & preparation meetings as required and collaborate with colleagues as part of a professional team

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Phonics and EYFS Lead
To be responsible to the Headteacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Head Teacher to contribute in the following areas:

Planning & Expectations

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils' work
- Promote equality of opportunity for all pupils
- Contribute to effective planning and preparation of lessons
- Contribute to the planning of opportunities for pupils to learn which may include out of school contexts in accordance with school policies and procedures
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Provide constructive feedback to the pupil and teacher (both written and verbal)

Monitoring & Assessment

- Support teachers in evaluating pupils' progress through a range of assessment activities (including accurately marking of work in line with the school's policy), taking this information into account when planning future lessons
- Monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn, and modifying teaching strategies accordingly. Provide constructive feedback to the teacher (both written and verbal)
- Contribute to maintaining and analysing records of pupils' progress

- To complete regular assessments to ascertain progress

Teaching and Learning Activities

- Use clearly structured teaching and learning activities that interest and motivate pupils and advance their learning in line with the Early Years Foundation Stage framework (EYFS HLTA role specific) and the school programmes of study, eg Little Wandle
- Lead areas of continuous provision both indoors and outdoors
- Model high-quality interactions with children
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher. The teacher may not always be present in the classroom but the Higher Level Teaching Assistant will work within the framework established by the class teacher (the role of the Higher Level Teaching Assistant is not interchangeable with the Teacher)
- Guide the work of other adults supporting teaching and learning in the classroom.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the teaching space and resources for which they have responsibility
- To help raise standards of achievement for all pupils including use of support programmes such as Little Wandle
- To work with individuals, small groups or the whole class which may be carried out in the classroom or outside the main teaching area

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and to seek advice or guidance as necessary

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Be responsible for the supervision of other Teaching Assistants / Nursery Nurses and other adults supporting teaching and learning in the classroom
- Provide welfare support for pupils

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Headteacher or Teacher. This may include:

- Collecting money
- Chasing absences
- Preparing class lists
- Record keeping and filing
- Producing classroom displays

- Stock taking
- Supporting incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Analysing attendance figures
- Administering and invigilating examinations
- Any other duties as directed by the teacher that are commensurate with the responsibilities of the role. For Teaching Assistants / Nursery Nurses working in nursery or primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

Health, Safety and Training

As an employee, you play an essential role in maintaining a safe and healthy workplace. You are expected to:

- As a minimum you must undertake Safeguarding training (annually), Prevent training (every 3 years), read and understand KCSIE (Keeping Children Safe in Education), at least section 1 to be read annually when the revised version has been released. Other training may be required in line with the needs of the role.
- Take reasonable care of your own health and safety, and that of others who may be affected by your actions or omissions.
- Follow all safety procedures and use equipment, tools, and machinery correctly and safely.
- Wear and maintain personal protective equipment (PPE) provided by your employer, as instructed, if applicable.
- Report hazards, accidents, or near misses promptly to your Line Manager and/or Health and Safety Lead
- Cooperate with your employer on all health and safety matters, including attending training and following instructions.
- Avoid unsafe behaviour that could put yourself or others at risk

We are dedicated to creating a safe, nurturing environment where every child can thrive. All staff and volunteers are expected to uphold our safeguarding policies and procedures.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

Person Specification

Job Title: Higher Level Teaching Assistant

The Winchcombe School

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
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| <p>Qualifications and Training</p> | <ul style="list-style-type: none"> • A qualification in English literacy and mathematics/numeracy equivalent to GCSE grade A-C: • (i.e 'O' level grade A-C) or, CSE grade 1 or, • A certificate that is nationally accepted as an acceptable equivalent i.e. Certificates of Adult Literacy and Numeracy (level 2) • EYFS knowledge (EYFS HLTA role specific) • Has demonstrable and relevant experience within a school-based setting and working with children aged 3-5 years (EYFS HLTA role specific) • Has achieved or is working towards formal recognition of competence against the HLTA professional standards via: <ul style="list-style-type: none"> • The formal assessment route or • Following an approved 50 day training course. | <ul style="list-style-type: none"> • Qualified Paediatric First Aider • Holds a food hygiene certificate |
| <p>Competence Summary (Knowledge, abilities, skills, experience)</p> | <ul style="list-style-type: none"> • Good understanding of child development and learning processes • Ability to organise and motivate a team • Possesses and demonstrates a sound knowledge and understanding of the EYFS curriculum or national curriculum and the age-related expectations of pupils • Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context • Demonstrates knowledge of the key factors that can affect the way pupils learn • Can implement a range of teaching methods • Has the ability to confidently and competently apply knowledge and skills from training in a practical classroom context • Has sound knowledge of how to use ICT to advance pupils learning. Ability to use common ICT tools for own and pupils' benefit. • Sound literacy and numeracy skills • Sound awareness of the statutory frameworks relevant to the role • Good planning and organisational skills • Good monitoring and assessment skills • Ability to motivate and encourage pupils | <ul style="list-style-type: none"> • Experience delivering Phonics interventions • Have an understanding of writing and reading barriers. • Knowledge of Little Wandle |

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| | <ul style="list-style-type: none"> • Awareness of child protection and bullying issues • Aware of and willing to promote the schools' social inclusion policies and practices | |
| Work related personal requirements | <ul style="list-style-type: none"> • Proven excellent interpersonal skills • Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Firm, sensitive and effective approach towards pupil discipline • Confident and able to use own initiative | |
| Other work requirements | <ul style="list-style-type: none"> • Patient and resilient • Willing to attend evening meetings as required | |