

## HIGHER LEVEL TEACHING ASSISTANT

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<b>Accountable to:</b>	Class Teacher, Leadership and Management Team
<b>Grade:</b>	Scale 6 Sp 18 to 20 (pro Rata)
<b>Hours:</b>	35 Hours, Monday to Friday from 8:30am to 4:30pm with one hour for lunch
<b>Contract:</b>	Fixed Term to 31st August 2027, Term Time Only

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### Main Purpose of the Post

To work under the direct instruction of teaching/senior staff, usually in or outside the classroom, to support access to learning for all pupils (including children with special needs) and provide general support to the teacher in the management of pupils and the classroom.

### Key Responsibilities

#### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

#### Support for Teacher

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

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- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

### **Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### **Support for the School**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be responsible for the provision of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend and participate in relevant meetings both during and after the school day as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### **Line Management Responsibilities Where Appropriate**

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

### **School Policies**

To work in line with school policies including:

- Developing and maintaining links between home and school.
- Participating in relevant professional development as required in order to meet the needs of the pupils.
- Developing knowledge and understanding of school policies and applying them as required
- Maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and London Borough of Lambeth
- Carry out duties as directed by the Class Teacher, Deputy Headteacher and Headteacher.

### **Management of Resources**

- To effectively use all school resources to support teaching and learning and raise the attainment of each pupil

### **School Ethos**

- To foster in the children a sense of responsibility and caring towards the facilities of the school and its environment.
- To establish and maintain good relationships with colleagues, pupils and families.
- To plan and develop a classroom environment which will be stimulating and conducive to effective teaching, learning and achievement.

### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and nursery.

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- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
- Carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### **Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Data Protection (where necessary please refer to Data Protection Act)**

It is essential when working with computerised systems that you are completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities**

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Health and Safety**

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school and nursery's community.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

To remain vigilant and do everything possible to protect children, families and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute

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requirement to follow all associated child protection and safeguarding policies and procedures adopted by the School.

**Note**

*The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the School. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post-holder's responsibilities and duties.'*

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school and nursery organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Signature of post holder** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_

**Signature of Headteacher** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_

**PERSON SPECIFICATION**

**School:** Clapham Manor Primary School and Nursery

**Job Title:** **Higher Level Teaching Assistant**

**Grade:** Scale 6

CRITERIA	EXAMPLES
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>• GCSE in English and Maths</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age group both in and individual and group setting, including children with special educational needs.</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Knowledge of the needs and social dynamics required to provide an effective environment in a classroom setting</li> <li>• At least 2 years' experience carrying out duties comparable to those set out in the job description, in a school setting.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant polices/codes of practice/legislation</li> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning</li> <li>• Ability to plan effective actions for pupils at risk of underachieving</li> <li>• Understand range of support services/providers</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work in a positive and co-operative way, learning from others and contributing to the development of the team.</li> <li>• Identify key issues, patterns and trends after analysing information systematically</li> <li>• Make effective decisions based upon an analysis of all pertinent information</li> <li>• Demonstrates positive, controlled and consistent behaviour even in crisis situations.</li> <li>• Maintain personal integrity and adheres to good practice.</li> <li>• Committed to own development and seeks and embraces opportunities to improve skills &amp; knowledge.</li> <li>• Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all</li> <li>• Excellent time and task management skills</li> <li>• Ability to work under pressure and to deadlines</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>