**Job Description**

**Post Title - Higher Level Teaching Assistant (HLTA)**

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| Job Description: Y6 HLTA | | | |
| Establishment | | Nelson St Paul’s CE Primary | |
| Grade | 7 | Line Manager | Jeniene Maguire |
| The purpose of this job is:  • To work collaboratively with the senior leadership and Y6 class teachers in meeting the personal and social needs of pupils, including those with special needs and/or bilingual needs, and to establish positive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils.  Would be expected to:   * Plan and implement teaching and learning activities to individuals and groups independently with overview from the teacher * Have a good working knowledge of standards and the curriculum in Y6 * Provide PPA cover for the class teacher and occasionally other cover eg for a meeting * Deliver effective intervention for groups of pupils/ individual pupils or to occasionally cover the class for a short period whilst the teacher delivered an intervention session * Monitor and evaluate learners’ response to these learning activities through observation and recording achievement against pre-determined learning objectives. * Provide feedback to teachers and learners. * Undertake marking of learners’ work and recording achievement/progress where appropriate * Establish supportive and constructive relationships with pupils, parents, carers and the wider community * Promote positive values, attitudes to learning and good pupil behaviour in line with school policy. * Liaise with parents, staff and outside agencies where necessary * • Establish positive and productive working relationships with learners and actively promote the inclusion of all pupils. * • Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.   • Attend, and participate in meetings and training activities as required | | | |
| In addition to the above duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.  • To work collaboratively with other staff in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).  • To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.  • To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).  • To assist in the devising of pupil's individual targets and their monitoring and review.  • To support pupils as part of a planned inclusion programme.  • To monitor and record pupil progress on a regular basis and to prepare reports as required.  • Identify and adopt the most effective teaching approaches for learners with SEND so as to provide consistently high quality teaching  • Plan, prepare and develop resources and teaching materials appropriate to the learners’ specific area of need  • Support the teacher in providing effective learning for pupils in Y6  • To monitor individual pupils progress and to report on pupils needs, achievements and concerns.  • To assist in pupil supervision and the management of pupil behaviour.  • To undertake classroom administrative tasks including the maintenance of records.  • To provide ideas, resources and learning strategies for lessons  • Undertake marking of groups of pupils work and recording of achievement.  • Assist in the supervision of children on visits.  • To assist in providing a purposeful, orderly and supportive environment for learning.  • To support the promotion of positive relationships with parents, carers and outside agencies.  • Assist in the supervision, training and development of other members of staff.  • To be familiar with the content of the school curriculum, particularly the Y6 curriculum.  • To assist in the delivery of appropriate intervention programmes of work.  • To support the use of ICT in learning activities.   * Be able to use CPOMS proficiently / prepared to learn to do so. | | | |
| Note: This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. The content of this post will be reviewed in consultation with the post holder when necessary. | | | |
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