

JOB DESCRIPTION HIGHER LEVEL Teaching Assistant

School : Thatcham Park CE Primary School		
Post Reference No:	Local Authority: West Berkshire	Diocese: Oxford
Job Title: HLTA		Band F

JOB PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities. To support pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes when the class teacher is not present, e.g. PPA time or covering short term absence. To support and exemplify the Christian ethos of the school as stated in our Mission Statement.

Hours: 30 hours per week, 4 days a week, term time and INSET days

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or the Head Teacher:

A) Knowledge and Understanding

Working within schools policies and procedures to

1. Have an up-to-date working knowledge of the National Curriculum and the agreed syllabus for RE as well as relevant supporting documents.
2. Understand how a pupil's learning is affected by their physical, intellectual, emotional and social development.
3. Make effective and efficient use of ICT.
4. Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety and Child Protection Policies.
5. To be aware of the targeted/vulnerable groups within the school/class (i.e. SEN/Pupil Premium/EAL/AGT)

B) Teaching, Learning and Class Management

1. Within an agreed system of supervision plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.
2. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning intentions.
4. Take an appropriate role in the development and implementation of appropriate behaviour management strategies.
5. Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
6. Work with the School's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
7. Challenge and motivate pupils, promote and reinforce self-esteem.
8. Participate in the marking of pupils' work and accurately record achievement/progress.

C) Safeguarding and promoting the welfare of the child

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
2. Be responsible for promoting and safeguarding the welfare of children and young people.

D) Sharing information

1. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
2. Attend staff meetings, training days and management meetings by agreement with the Headteacher.

E) Other professional requirements

1. Establish and maintain effective working relationships with professional colleagues and parents.
2. Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
3. Be aware of the need to take responsibility for your own professional development.
4. Actively engage with the annual performance management process.

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Higher Level Teaching Assistant		

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	At least Level 2 qualifications in English and Mathematics (equivalent to Grade C at GCSE) HLTA status or equivalent Willingness to participate in a general induction programme Experience of teaching across the primary age range over a sustained period of time	Qualified First Aider Holds a food hygiene certificate
Competence Summary (Knowledge, abilities, skills, experience)	Able to communicate effectively with children, parents and other staff Able to motivate and encourage pupils Awareness of child protection and bullying issues Awareness of and willing to promote the schools social inclusion policies and practices Ability to use ICT-(ie photo-copier, computer, video and digital camera) to enhance learning Experience of working with children with special needs Possesses a sound knowledge of the EY and NC and age related expectations of pupils Demonstrates a sound understanding of lesson planning and teaching strategies across the stages Demonstrates knowledge of the key factors that can affect the way pupils learn Can implement a range of teaching methods	
Work-related Personal Requirements	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 Willing to work as part of a team	
Other Work Requirements	Patient and resilient Sense of humour CRB/DBS and Universal CP1	Current driving licence