**Horizon Primary Academy  
Higher Level Teaching Assistant**

### **Purpose of the Job:**

The primary purpose of this role is to provide high-quality teaching and support for pupils in the absence of their class teacher, ensuring continuity of learning. The role also involves delivering small group tuition to help pupils catch up or extend their learning, working closely with teaching staff to address gaps in understanding and support individual needs.

### **Key Duties and Responsibilities:**

#### **Teaching:**

1. **Deliver lessons**: Teach classes across all year groups using lesson plans provided by the class teacher, ensuring pupils receive consistent and high-quality instruction.
2. **Monitor and report on progress**: Regularly assess, record, and report on pupils’ development, progress, and attainment. This includes providing detailed feedback on work, identifying strengths, and areas for improvement.
3. **Collaborate with staff**: Work closely with teachers and other school professionals to share relevant information about pupils’ progress, ensuring a coordinated approach to each child’s development.
4. **Support individual learning needs**: Assess the needs of pupils and apply knowledge and expertise to tailor support, helping all pupils achieve their full potential.
5. **Support social and emotional well-being**: Provide guidance and assistance to pupils in managing their social and emotional development, reporting any concerns to the class teacher when necessary.
6. **Support SEND and behavioural needs**: Ensure that the needs of pupils with Special Educational Needs and Disabilities (SEND), or those with pastoral/behavioural needs, are met through tailored support strategies.
7. **Safeguarding**: Identify and respond to safeguarding concerns in line with current guidelines, including the school’s policies and the latest "Keeping Children Safe in Education" regulations (2024 onwards).

#### **Tutoring and Intervention:**

1. **Collaborative assessment**: Work alongside teachers to assess gaps in pupils' learning and identify areas requiring focused support.
2. **Plan targeted interventions**: Help design and deliver tailored intervention or tutoring sessions aimed at closing learning gaps, either on a one-to-one or small group basis.
3. **Deliver focused tuition**: Provide engaging, effective small-group tuition that meets the needs of pupils, addressing specific gaps in knowledge and understanding.
4. **Monitor and report on impact**: Continuously assess pupil progress during and after tutoring sessions, providing feedback to class teachers and adjusting strategies as needed to ensure optimal learning outcomes.
5. **Adapt to individual needs**: Modify and differentiate tutoring sessions to accommodate diverse learning needs, including SEND and behavioural support requirements, ensuring every pupil is supported effectively.

This role demands a proactive, adaptable, and compassionate approach to teaching and learning, with a focus on delivering tailored support to ensure that all children achieve their best outcomes.