

Higher Level Teaching Assistant Scale 5 JOB DESCRIPTION

'The primary role of the teaching assistant should be to work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion. They give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.'

Professional Standards for Teaching Assistants, June 2016

All teaching assistants at Hursthead Junior School are expected to work to meet these Professional Standards.

Responsible to: Senior Leadership Team

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Main Purpose of the Job:

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To assist with the integration and inclusion of all pupils including those with special educational needs
- To provide support to teaching staff throughout the school
- To be an integral part of the school working in close partnership with all staff
- To provide whole class teaching for pre-planned cover

Major Duties and Responsibilities:

- To support the teaching and learning of children within a small group or on an individual basis within the classroom or on a withdrawal basis
- To support individual pupils with SEND (including those with physical, emotional and academic needs) as required, under the direction of the teacher
- To work under the guidance of teaching / senior staff to implement agreed interventions
- To provide assistance in the development of learning resources within the school
- To provide First Aid and attend to children with medical needs (following sufficient training and, where necessary, a risk assessment and health care plan being implemented and shared), including providing personal care, when necessary, and maintaining hygiene standards
- To act in accordance with school policy and promote the ethos of the school, including applying all health and safety policies and behaviour policy
- To promote safeguarding and children's welfare, including the PREVENT agenda, reporting any concerns immediately to the Designated Safeguarding Leads
- To undertake training as required to support needs of all our learners
- To actively promote our REAL wheel values, Learning Super Powers and the UNCRC



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Job Activities:

Planning

- To assist with the development and implementation of Individual Support and Behaviour Plans
- To work with teachers and year group colleagues when planning, evaluating and adjusting lessons as appropriate to meet the needs of individuals and small groups

Monitoring and Assessment

- To monitor and evaluate pupils' responses to learning activities through observation
- To provide feedback to teachers and pupils in relation to progress and achievement
- To be responsible for keeping and updating records as agreed with teachers, contributing to reviews of systems/records as requested eg reading records, spelling logs, intervention records
- To help prepare for, and participate in, reviews as required by teachers/ SENDCO

Teaching and Learning

- To implement agreed learning activities, adjusting them according to pupil responses/ needs
- To support the use of technology in learning activities
- To deliver programmes provided by specialist outside agencies (such as Occupational Therapy and Speech and Language) following sufficient training and, where necessary, a risk assessment and health care plan being implemented and shared.
- To administer, assess and provide feedback to teachers/SENDCo on routine tests e.g. reading age tests, counting assessments and phonics assessments
- To provide cover for whole classes
- To maintain order in class and keep pupils on task
- To organise and manage safely the teaching environment, resources and pupils.
- To respond to questions and generally assist pupils to undertake set activities
- To mark any completed work after the lesson(s), return it to the appropriate teacher and give feedback on the lesson(s)
- To report back as appropriate on the behaviour and conduct of the pupils during the lesson(s) and on any issues arising

General

- To encourage pupils to interact and work cooperatively with others,
- To support pupils to engage in learning and develop independence
- To celebrate difference and ensure all pupils have equal opportunities to learn and develop
- To use and model a good standard of spoken and written English
- To work collaboratively as part of the school team, demonstrating adaptability and flexibility
- To assist with supervision during break, lunchtime and during educational visits
- To provide support for children with physical needs
- To engage in professional development opportunities in line with the SDP priorities
- To provide general clerical/admin support as required
- To prepare, care for and store resources
- To help to maintain a well-organised and tidy learning environment
- To accompany trips and visits out of school, supporting the teachers in keeping the children safe

Overall Conduct

- To share The Trust's commitment to safeguarding and promoting the welfare of children
- To work positively and inclusively with colleagues to be part of a workplace that does not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- To work flexibly in the interests of The Trust. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary professional development will be provided.

Signed

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