

# ARNOLD ACADEMY

## JOB DESCRIPTION

**POST:** Higher Level Teaching Assistant (Intervention)

**PAY SCALE:** Level 4A (points 11 - 15)

**NAME:**

**RESPONSIBLE TO:** Leader of KS2 / Headteacher

### GENERAL DUTIES:

To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

### JOB PURPOSE

To deliver small group core subject interventions, primarily in KS2, to raise standards and improve outcomes.

On occasion, to take responsibility for whole classes and groups

### SPECIFIC RESPONSIBILITIES:

#### Support for Pupils:

- Plan, prepare and deliver learning to small groups by differentiating and adapting activities to provide positive learning outcomes.
- Assess, record and report pupil progress and attainment.
- Plan and implement strategies.
- Use teaching and learning objectives to plan, evaluate and differentiate lessons as appropriate.
- Where appropriate attend meetings and provide information about pupils.

#### Support for the Curriculum

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.

#### Support for the School

- To work collaboratively with colleagues as part of a professional team, working at all times within school policies and procedures
- To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.
- To attend staff meetings as required.

- To liaise as necessary with parents and carers.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

***The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher / Line Manager.***