



Job Title	Higher Level Teaching Assistant (Maternity Cover)
Salary	Grade 5
Reporting to:	Head Teacher
Location:	Nishkam Primary School Birmingham

Nishkam Primary School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the Trusts teaching support team you will complement the professional work of teachers by taking responsibility for delivering agreed learning activities under an agreed system of supervision. Being responsible for routine planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development; for making a contribution to the planning and delivery of programmes within a specialist area within the school; for the supervision of other teaching assistants including allocation and monitoring of work, appraisal and training

Duties & Responsibilities

Support for the Teacher

- Organise and supervise appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of pre-determined assessment and monitoring strategies against given learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver pre-determined learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To provide whole class cover either planned or unplanned including PPA in the absence of the class teacher.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to implement learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for Pupils	<ul style="list-style-type: none"> - Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning - Establish productive working relationships with pupils, acting as a role model and setting high expectations - Develop and implement IEPs - Promote the inclusion and acceptance of all pupils within the classroom - Support pupils consistently whilst recognising and responding to their individual needs - Encourage pupils to interact and work co-operatively with others and engage all pupils in activities - Promote independence and employ strategies to recognise and reward achievement of self-reliance - Provide feedback to pupils in relation to progress and achievement
Line Management	<ul style="list-style-type: none"> - Supervise other teaching assistants - Liaise between managers/teaching staff and teaching assistants - Hold regular team meetings with supervised staff - Represent teaching assistants at teaching staff/management/other appropriate meetings - Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants
Support for the School	<ul style="list-style-type: none"> - Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop - Contribute to the overall ethos/work/aims of the school - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils - To develop appropriate multi-agency approaches to supporting pupils within agreed strategies. - Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others - Undertake planned supervision of pupils' out of school hours learning activities including being responsible for clubs, workshops and organised external events such as sports competitions etc. - Supervise pupils on visits, trips and out of school activities as required - Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Signature of Manager: _____

Date: / /

Signature of post holder: _____

Date: / /