



## **JOB DESCRIPTION**

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA) Supervisory
<b>Salary:</b>	TPAT Point 9
<b>Responsible to:</b>	Headteacher, SLT, Teaching Staff & SENCO
<b>Direct Supervisory Responsibility for:</b>	Teaching Assistants
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

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

- To take a pro-active role as a key member of a Reception and Year One team in the support of the educational, social and physical needs of the pupils;
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils is always a priority.

### **Main Duties and Responsibilities:**

#### **Support for Teachers**

- To assist the teacher in the planning of work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned;
- As agreed with the teacher; produce lesson plans, worksheets, deliver learning activities, observe, assess and mark, whilst promoting independent learning and making adjustments in accordance with pupils' needs;
- To supervise an individual or small group of children outside of the overall control of the teacher, including the teaching of phonics, Little Wandle;
- Getting the classroom ready for lessons, assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
- Helping teachers to plan learning activities and complete records;
- Helping children who need extra support to complete tasks;
- To support teachers in managing class behaviour, looking after children who are upset or have had accidents;
- Listening to children read, reading to them or telling them stories;
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision;
- To accompany children on educational visits and outings as supervised by the Teacher;

- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any to the teacher or Headteacher as appropriate;
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information;
- To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's;
- To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils;
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures if trained;
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.

#### **Support for Pupils**

- To build and maintain relationships that encourage pupils to interact and work co-operatively with others, promote independence, encourage social integration and individual development. Employ strategies which recognise and reward pupils' reinforcing pupils' self-esteem and to engage all pupils in learning activities in-line with the school's Behaviour Policy;
- To assess, monitor and record pupils' progress, achievement, health, behaviour and general wellbeing and feedback any information to the teacher or Headteacher and as appropriate liaise with parents and carers;
- To contribute to the development of multi-agency approaches to supporting pupils;
- To supervise and manage pupils' behaviour promoting self-control and independence in accordance with the recognised behavioural standards and the school's established Behaviour Policy ensuring a calm and productive environment for the class.

#### **Support for the Curriculum**

- To take into account the learning support involved to aid the pupils to learn as effectively as possible;
- To remain aware and up-to-date with the school curriculum, the age-related expectations of pupils, the recognised teaching methods and the assessment frameworks for the subjects and age ranges in which they are involved;
- To be responsible for organising and managing teaching equipment, materials and other resources required to support the delivery of curriculum activities and giving consideration to specialist teaching aids.

#### **General / Other**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the

organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.