

Job Description

Title of post	<i>Higher Level Teaching Assistant</i>
Salary	<i>Grade G scale point 13-18</i>
Hours of work	<i>33.50 per week, Monday, Tuesday, Thursday, Friday 8.30am until 3.30 pm Wednesday 8.30am until 4.30pm term-time only +5 training days</i>
Line manager and responsible for reviews	<i>Headteacher</i>

Purpose of the Post

New Park Primary School is looking to appoint a Higher Level Teaching Assistant to support teaching and learning by working with individuals or small groups of pupils under direction of teaching staff. You may be responsible for some learning activities within the overall teaching plan.

New Park Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining New Park Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

New Park Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

New Park Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Supporting Learning and Development

1. To work in partnership with class teachers to enable students to access the curriculum, while also promoting their independence, self-esteem and social inclusion.
2. To champion and be an advocate for students within the school with peers, staff, students and the community.

3. To promote a positive learning environment in a range of classroom settings and encourage students to achieve their personal best.
4. To be a role model for our students and be sensitive and responsive to students' needs.
5. To use behaviour management strategies effectively and communicate with class teachers any concerns about a student's learning.
6. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop by employing strategies to recognise and reward achievement of self-reliance and self-regulation.
7. To develop, prepare and adapt resources for learning activities in accordance with lesson plans and in response to student need.
8. To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
9. Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with the school's policies and procedures.
10. To take part in school activities and events as required, accompanying and supporting students on outings from school as necessary
11. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole groups.
12. To be responsible, when appropriate, for the mobility, medical and hygiene needs of the students within established policies and practices.
13. To monitor students' participation and progress and provide constructive feedback to students and their teachers in relation to their progress and achievement.
14. To assist in maintaining and analysing records of pupils' progress.
15. To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
16. To support students to manage transitions in their lives.
17. To support students in the use of technology in the class to enable and facilitate access to the curriculum.
18. To attend departmental meetings.
19. To carry out administrative support as required.
20. To provide support to students during times of crisis, including physical intervention if needed.
21. To regularly update yourself with students' needs.
22. To provide 1:1 and small group support for identified students

Communication

- Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals
- Communicate effectively with all pupils, families, carers and other agencies / professionals

Sharing information

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings

Safeguarding and Promoting the Welfare of Children/Young People

- Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

Administration/Other

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations
- Participate in appraisal, training and other learning activities

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

Equalities

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.