

## JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate:
Post Reference No: HLTA	Location: Whitley Park Primary School
Job Title: Higher Level Teaching Assistant	Grade/Salary Range: RG5m Scale:22-28 (Inc. Gateway Progression)

### JOB PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To plan, prepare and deliver learning activities for individuals/groups or, on a short-term basis, for a whole class. To monitor and assess pupils, record and report on their achievement, progress and development and to liaise with class teacher during lunch or after school. To be responsible for the management and development of a specialist area within school e.g. Pupil Premium / Level 6 Maths.

- Deliver learning to groups or whole classes under an agreed system of supervision and management
- Undertake 'specific work', Plan, deliver, assess, report
- Manage other staff as appropriate and relevant

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Accountable to: Team Leader - Deputy Head / Head Teacher  
 Accountable for: Supporting access to learning for pupils and assisting staff in teaching and management.

### MAIN DUTIES AND RESPONSIBILITIES

#### Support for pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive and productive relationships with pupils acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- 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

#### Support for the teacher:

- Organise and manage an 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 pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupils' 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
- Support the role of parents/carers in pupils' learning and contribute to/lead meetings with them in providing constructive feedback on pupil progress/achievement etc
- Administer, invigilate and assess routine tests and exams
- Produce lesson plans, worksheets etc
- Attend parents evening and write reports

#### **Support for the curriculum:**

- Deliver learning activities/teaching programmes within an 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
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead 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 the school:**

- Teach a class of children while the usual class teacher staff is absent
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the line manager
- Be aware of the equal opportunities and behaviour policies of the school and apply them
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / works / aims of the school and wider community
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupils where necessary
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to lead, advise and support others where necessary
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

- Attend team meetings as required

### **GATEWAY PT 26-28**

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Possess training in relevant learning strategies
- Plan and deliver challenging teaching and learning objectives, using judgement to adjust plans as appropriate
- Take initiative to develop appropriate multi-agency approaches to supporting pupils
- Manage/mentor other Teaching Assistants

### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

33.25 hours per week, term time only.

Daily 8.30 - 3.30 Monday - Friday

Planning 2 hours per week

# PERSON SPECIFICATION



<b>School:</b>	<b>Directorate/Service: DECS</b>
<b>Job Title: Higher Level Teaching Assistant</b>	<b>Post Reference No:</b>

## Qualifications/Education/Training:

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience  
Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths  
Training in relevant learning strategies e.g. literacy  
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

## Experience:

Experience working with children of relevant age in a learning environment

## Skills and Abilities:

Can use ICT effectively to support learning

Full working knowledge of relevant policies/codes of practice/legislation

Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies

Good understanding of child development and learning processes

Understanding of statutory frameworks relating to teaching

Constantly improve own practice/knowledge through self-evaluation and learning from others

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

## Specific Working Requirements:

33.25 hours per week, term time only.

Daily 8.30 - 3.30 Monday - Friday

Planning 2 hours per week