



The  
**St Gregory the Great**  
Catholic Academy Trust

*'Where love exists, it does great things'*

| Job Description |                                 |
|-----------------|---------------------------------|
| Role            | Higher Level Teaching Assistant |
| Grade           | SO1                             |
| Reporting to    | Megan Nichol                    |

### Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve 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. Responsible for the management and development of a specialist area within the school and / management of other teaching assistants including allocation and monitoring of work, appraisal and training.

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become independent learners.

To undertake work/care/support programmes to enable access to learning.

To promote the safety and wellbeing of students and all stakeholders.

To promote and ensure the welfare and safeguarding of children at all times.

### Responsibilities

To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.

To establish productive working relationships with pupils, acting as a role model and setting high expectations.

To develop and implement IEPs.

To promote the inclusion and acceptance of all pupils within the classroom.

To support pupils consistently whilst recognising and responding to their individual needs.

To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

To promote independence and employ strategies to recognise and reward achievement of self-reliance.

To provide feedback to pupils in relation to progress and achievement.

To organise and manage appropriate learning environment and resources.

To 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 assessment and monitoring strategies against pre-determined learning objectives.

To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

To record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

To 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 invigorate exams/tests  
Production of lesson plans, worksheet, plans etc.

To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

To 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 use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

To advise on appropriate deployment and use of specialist aid/resources/equipment.

To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To contribute to the overall ethos/work/aims of the school.

To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

To take the initiative as appropriate to develop appropriate multi-agency approach to supporting pupils.

To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To deliver out of school learning activities within guidelines established by the school.

To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

To liaise between managers/teaching staff and teaching assistants.

To represent teaching assistants at teaching staff/management/other appropriate meetings.

Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos, and encourage and ensure staff and pupils follow this example.

Be aware of and comply with school and St Gregory the Great Catholic Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

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.

| Person Specification |                                 |
|----------------------|---------------------------------|
| Role                 | Higher Level Teaching Assistant |
| Grade                | SO1                             |

| KNOWLEDGE/QUALIFICATIONS                                                                                                                | E | D | M |
|-----------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| Understanding of statutory frameworks relating to teaching                                                                              | * |   |   |
| Experience working with children of relevant age in a learning environment.                                                             | * |   |   |
| Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies | * |   |   |
| Good understanding of child development and learning processes                                                                          | * |   |   |
| Full working knowledge of relevant policies/codes of practice/legislation                                                               | * |   |   |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these            |   | * |   |
| 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                                           |   | * |   |

| SKILLS                                                                                     | E | D | M |
|--------------------------------------------------------------------------------------------|---|---|---|
| Can use ICT effectively to support learning                                                | * |   |   |
| Ability to organise, lead and motivate a team                                              | * |   |   |
| Ability to relate well to children and adults                                              | * |   |   |
| Constantly improve own practice/knowledge through self-evaluation and learning from others |   | * |   |

| EXPERIENCE                                                                                                                                   | E | D | M |
|----------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| Experience of dealing with queries from a wide range of people                                                                               | * |   |   |
| Experience of working as part of a team                                                                                                      |   | * |   |
| Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care |   | * |   |

| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS                                                                                 | E | D | M |
|-------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.    | * |   | I |
| Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies  | * |   | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | * |   | I |
| An ability to respect sensitive and confidential work.                                                                        | * |   | I |
| Commitment to own personal development and learning.                                                                          | * |   | I |

| Key                                                                          |
|------------------------------------------------------------------------------|
| <b>E= Essential Criteria D = Desirable Criteria M = Method of Assessment</b> |
| <b>A= Application Form I= Interview T= Test/Assessment Task</b>              |

