



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
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www.southcamberley.surrey.sch.uk
Executive Headteacher: Mrs Nicky Wright



Higher Level Teaching Assistant Job Description

- **Location:** South Camberley Primary and Nursery School
- **Responsible to:** Head of School / Leadership Team
- **Liaises with:** Class Teachers & Senior Leadership Team

Main Purpose of job

Contribute to pupils' learning activities in accordance with professional judgements made by the Head of School or other appropriate teaching staff consistent with the national standards for HLTAs.

To have a flexible approach and to complement the professional work of teachers by taking responsibility for delivering agreed learning activities under an agreed system of supervision. This may involve 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 pupil's achievement, progress and development.

To be responsible for leading on an aspect of school improvement.

Main Duties

Supporting the Teacher

- To assist the Class Teacher in the development of a suitable programme of support for children in need of additional support
- To contribute to the maintenance of children's progress records
- To participate in the evaluation of support programmes
- To provide regular feedback about the children to the teacher
- To support the evaluation of pupils' progress using a range of assessment techniques
- To contribute to discussion on curriculum delivery and classroom planning
- To monitor and evaluate pupils' responses to learning activities and note their progress towards targets
- To work as part of a team to ensure that the wellbeing, social and personal development of pupils enhances learning opportunities and life skills

Supporting the Pupil

- 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 Provision Maps
- 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



Supporting the school

- 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
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Undertake planned supervision of pupils' at break and lunchtime
- To attend relevant in-service training
- To be aware of safeguarding procedures and to inform appropriate staff of concerns you have about the welfare and safety of any child
- To provide a role model for learners and other staff through personal and professional conduct
- To supervise pupil behaviour and safety in the playground at break, lunchtimes and in the hall.

Safeguarding

- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that everybody has a role to play in identifying concerns, sharing information and taking prompt action.
- Consider, at all times, what is in the best interests of the child.
- Know how to respond to a pupil who discloses abuse through delivery of 'Working together to Safeguard Children', and 'What to do if you suspect a Child is being Abused' (2015).
- Refer any safeguarding or child protection concerns to the Designated Safeguarding Leads.
- Provide a safe environment in which children can learn.

The postholder must comply with the school's Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed: _____

Date: _____

Print Name: _____