



St. Andrew's CEVA Primary School

Higher Level Teaching Assistant Job Description

Job description according to any LA or Government orders applicable.

The post holder is required to be aware of the aims and philosophy of this school which is rooted in recognising achievement, understanding individual potential and raising standards for those who learn and work in the school and the "I ASPIRE" values. This will also include the professional attitude to and support for staff, governors, visitors and members of the community. Higher Level Teaching Assistants work under the direction of the Leadership Team and are a valuable member of our school team.

Key Features

- Jobs require an in-depth understanding of methods, procedures and the curriculum.
- The emphasis of these jobs is on the practical application of specialist knowledge and skills, rather than conceptual understanding.
- May have a specialist role that will typically cover a deeper knowledge of a narrower range of curriculum/circumstances and may provide a lead in that specialism to others within the school.
- Supervisory responsibilities are likely to be a feature of these roles apart from where activities are of a very specialist nature – where guidance and development of others is likely to be a feature.
- Works under an agreed system of supervision / management delivering learning and providing specialist knowledge.
- Uses factual knowledge and reports on factual information to persuade others to take a course of action.
- Role holders may have a higher level of communication skills to influence, motivate and drive behavioural change as a result of persuasion and appeal.
- Provides management information and likely to provide some input to the school development plan.
- May be involved in project work and more in-depth planning and assessment.
- Likely to interact with colleagues, managers, other service users and external partners and agencies.
- Under an agreed system of supervision some may deliver lessons to whole classes and groups.

1. Working in the Environment

- 1.1 Take a lead role in managing and delivering pastoral care and developing and implementing behaviour management strategies promoting independence and self-control and assist in the supervision of pupils to ensure that the school's standards of health, safety and behaviour control are maintained.
- 1.2 Employ strategies to recognise and reward achievement of self-reliance to meet the needs of pupils.
- 1.3 Under supervision, plan, prepare and deliver learning objectives and activities in lessons, adjusting when appropriate to meet the requirements of pupils and the curriculum/comprehensive pupil needs assessments,
- 1.4 Produce and disseminate individual education, behaviour, support and / or mentoring plans, lesson plans and learning activities to less specialist colleagues to deliver specific parts of the curriculum or provide guidance on a specialist area.
- 1.5 Use specialist skills to support pupils consistently in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils.

- 1.6 Provide administrative and other support to meet service delivery requirements (for example compiling / analysing / reporting on attendance, exclusions).
- 1.7 Lead in the development, implementation and monitoring of systems relating to attendance and integration to meet service delivery requirements (for example registration, attendance issues, pastoral systems).
- 1.8 Take responsibility for the provision of out of school learning activities within guidelines established by the school to meet service delivery requirements
- 1.9 Contribute to the identification and implementation of appropriate out of school learning activities which consolidate and extend predefined learning activities to meet requirements of pupils and the curriculum.
- 1.10 Administer, assess and mark tests and invigilate exams and tests to meet requirements of pupils and the curriculum.
- 1.11 Select, plan, prepare, organise and evaluate the effectiveness of learning resources and environment to lead learning activities to meet the needs of pupils and the curriculum.
- 1.12 Provide feedback to pupils e.g. through marking, and to relevant staff regarding any learning objectives and activities delivered in accordance with school policy and procedures.
- 1.13 Carry out playground duties in variable weather conditions and indoor play during bad weather.
- 1.14 Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum.
- 1.15 Regularly move around during their normal working pattern, walking standing and sitting with pupils.
- 1.16 Set out PE equipment and will have help in moving heavy equipment.

2. Working with People

- 2.1 Lead, advise and contribute to team development activities, meetings/training and supervise, coach and mentor less experienced and specialised colleagues to support the achievement of individual and team performance and development objectives.
- 2.2 Build and maintain positive constructive working relationships with pupils, parents, colleagues, professionals and multi-agencies to discuss pupil progress, internally and externally and maximise pupil development and maintain the overall ethos of the school.

3. Working with Resources

- 3.1 Ensure the resource management and ordering process provides the timely availability of resources to meet the requirements of the curriculum.
- 3.2 Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- 3.3 Move regularly around during normal working pattern, walking standing and sitting with pupils.

4. Working with Information

- 4.1 Monitor, observe, record and feedback on pupil achievement providing objective reports with appropriate evidence and assist in the gathering of information and completion of pupil profiles and records of attainment to maximise pupil development.
- 4.2 May implement specific progress and review systems related to a specialist area to ensure monitoring and review of pupil progress to maximise pupil development and meet national requirements.
- 4.3 Deal promptly with conflict and encourage all pupils to take responsibility for their own behaviour and promote independence
- 4.4 Treat all information relating to children and adults within the school as completely confidential.

Knowledge, Skills and Experience

- NVQ level 4 or equivalent in relevant subject (for example Higher Level Teaching Assistant standards)
- Substantial experience of work experience schools and covering classes plus completion of in-house personal development courses within a similar role.
- Appropriate level of literacy and numeracy skills equivalent to NVQ level 3.
- Specialist skills / training in curriculum or learning.
- Appropriate level of IT and keyboard skills.
- Appropriate level of data protection, security and confidentiality awareness
- Working knowledge of implementing national curriculum and other relevant learning programmes.
- Evidence of mentoring skills at a level relevant to the role.
- Ability to organise, lead and motivate a team.
- Understanding of corporate equalities standards and diversity issues and impact in immediate work area.
- Basic knowledge of first aid First Aid training / training in specific medical procedures as appropriate.
- Completed Safeguarding training and have DBS clearance.

5. Supervision Arrangements:

- 5.1 Annual formal review of performance and informal 6 monthly meeting with line manager.
- 5.2 Termly meeting for all Higher Level Teaching Assistants with a senior leader.

Signed (Jobholder) _____ Date _____

Signed (Line Manager) _____ Date _____