



St Mary's Catholic Primary School

Higher Level Teaching Assistant Level 4

Job Description

Grade: GR4

1. Job Purpose

- 1.1 To support teaching staff in the development and education of children
- 1.2 including the provision of specialist skills and knowledge at an advanced level across a range of disciplines
- 1.3 To support teaching staff in the development and education of children including taking management responsibilities for other teaching assistants.

2. Key Responsibilities

- 2.1 Advanced Practitioner- To undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision
- 2.2 Support for Pupils
 - 2.2.1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
 - 2.2.2 Assess the needs of pupils and contribute to the development of Individual Education Plans and planning for SEND.
 - 2.2.3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 2.3 Support for Teachers-
 - 2.3.1 Assist designated teacher(s) with the teacher's responsibilities for planning, teaching and assessing the agreed curriculum, and, at the teacher's direction, specifically to:
 - 2.3.2 Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
 - 2.3.3 Contribute to curriculum planning
 - 2.3.4 Organise and manage learning sessions with regards to cover of whole classes and specified groups of pupils

- 2.3.5 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school
 - 2.3.6 Provide information and reports as required on the achievement and progress of pupils
 - 2.3.7 In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made
 - 2.3.8 A HLTA can be expected to take up to 6 per week (or 60%) whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. HLTAs will be under the direction of teachers. As HLTAs are working with whole classes more, it enables the teachers to use their higher level pedagogical skills to work with individuals or groups of children who most need complex, high level strategies and quality of teaching.
 - 2.3.9 Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
 - 2.3.10 Supervise and support the work of other teaching assistants in the class, including timetabling for teaching assistants
- 2.4 Support for the school
- 2.4.1 Lead for whole school in a designated specialist area and share expertise and skills with others
 - 2.4.2 Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
 - 2.4.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
 - 2.4.4 To ensure all tasks are carried out with due regard to Health and Safety
- 2.5 To adhere to the ethos of the school
- 2.5.1 To promote the agreed vision and aims of the school
 - 2.5.2 To set an example of personal integrity and professionalism
 - 2.5.3 Attendance at appropriate staff meetings and parents' evenings

2.6 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3 Duties and Responsibilities –Management role. In addition to the duties normally expected of a teaching assistant, this role will encompass the day to day management of Teaching Assistants within the school.

3.3.1 Assist in the development and implementation of policies relating to Teaching Assistants

3.3.2 Manage the performance of both individuals and teams of staff including responsibility for staff development

3.3.3 Contribute to the process for the recruitment of Teaching Assistants

3.3.4 Undertake the deployment of staff in line with school requirements

3.3.5 Advise the management team on any issues affecting the Teaching Assistants

3.3.6 Manage the use of physical resources

3.3.7 Plan and implement organisational operations

3.3.8 Support Teaching Assistants students in school settings.

4 Supervision Received

4.3 Supervising Officer's Job Title: _____

4.4 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

5 Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)