St Patrick's Catholic Primary School

Bishop Wilkinson Catholic Education Trust

Job Description

Post Title: Higher Level Teaching Assistant
Salary: Grade G, SCP 19 - 23
Reports To: Headteacher

Job Purpose

To work collaboratively with teachers and senior staff to plan, deliver and assess learning activities for individuals, groups and whole classes, including covering whole classes during the short-term absence of teachers.

The postholder will contribute significantly to raising pupil attainment, progress and inclusion, using specialist knowledge and skills to support teaching and learning. The role involves a high level of responsibility, autonomy and professional judgement, including supporting the delivery of planned curriculum activities, assessment, behaviour management and the wider life of the school.

Main Duties and Responsibilities

Supporting pupils by: -

- Planning, delivering, and assessing educational activities for individuals, groups, and whole classes within a structured supervision framework
- Overseeing entire classes during brief teacher absences, uphold discipline, ensure pupil safeguarding, and help them achieve learning goals
- Using specialised knowledge to assist pupils with SEND, medical needs, and EHCPs to access learning effectively
- Supporting pupils with identified medical needs by undertaking agreed medical and healthcare interventions during the school day, in line with Individual Healthcare Plans (IHPs), school policies and specialist training. This may include the administration of medication, emergency medical procedures and other agreed healthcare support, where appropriate. All medical interventions will only be undertaken following appropriate training. The postholder will work closely with parents/carers, healthcare professionals and senior staff to ensure pupils' health, safety, dignity and inclusion are maintained at all times
- Maintaining high behaviour standards, encourage independence, and consistently serve as a positive role model
- Tracking, evaluating, and recording pupil progress, offering feedback to students and staff in line with school procedures
- Contributing to the creation, implementation, and review of SEN Support Plans and personalised learning programs
- Supporting pupils' social, emotional, and physical growth, including during outdoor activities, lunchtimes, and school trips
- Addressing personal needs and oversee care programs related to social, health, hygiene, physical, and welfare issues.

- Supervising and support pupils to ensure their safety and active participation in learning
- Developing constructive relationships, respond appropriately to individual needs, and remain a reliable role model
- Advocating for inclusivity and acceptance for all pupils
- Facilitating interactions among pupils and promote engagement in teacher-led activities
- Providing support and supervision for pupils with special needs
- Assisting in the planning and execution of Individual Education/Behaviour Plans and Personal Care programs
- Encouraging pupils to meet challenging expectations set by the teacher, boosting self-esteem and autonomy
- Building supportive relationships with pupils who have medical conditions to ensure their needs are met and they are successfully included
- Collaborating with parents/carers to exchange information that supports children's medical requirements
- Supervising children with medical needs during outdoor learning and lunch to closely monitor their health
- Giving progress and achievement feedback to pupils under teacher direction
- Helping pupils become independent learners, support their welfare, and champion their inclusion throughout school life

Supporting teachers by:

- Working with teachers to develop lesson plans, customise activities, and prepare instructional materials
- Implementing learning activities that align with curriculum requirements and school priorities
- Reviewing student progress against learning goals and take part in pupil reviews and planning sessions
- Assessing and moderating student work under teacher direction
- Administering and assisting with tests, assessments, and examinations
- Applying ICT skills to enhance lessons and foster student independence
- Preparing classrooms for lessons, maintaining tidiness after classes, and supporting the display of student work
- Working independently and alongside teaching staff at all stages of planning and resource preparation
- Remaining aware of pupils' difficulties, progress, and achievements, and update teachers as agreed
- Maintaining accurate records on pupils as requested
- Supporting teachers in managing pupil conduct, reporting issues as needed
- Communicating clearly with parents/carers and outside professionals as instructed, sharing relevant information to improve pupil outcomes
- Providing clerical and administrative help, such as photocopying
- Encouraging positive student behaviour per school policy, deal with conflicts and incidents quickly according to procedures, and motivate pupils to be accountable for their actions
- Building productive relationships with parents and carers
- Using strategies discussed with teachers to help pupils reach learning targets

- Playing an active role in planning educational activities
- Monitoring and document student responses to instruction, accurately reporting progress and achievement as directed

Supporting the curriculum by:

- Delivering agreed local and national learning strategies (e.g. English, Maths, Early Years, interventions)
- Adjusting teaching methods to suit different learning needs
- Identifying and prepare specialised resources and equipment to aid learning
- Contributing to curriculum development within the school

Supporting the school by:

- Providing guidance, mentorship, and informal assistance to other Teaching Assistants as required
- Assisting with staff training and development by sharing good practice
- Attending and participating in meetings, training sessions, and professional growth opportunities
- Developing constructive working relationships with colleagues, external agencies, and other professionals
- Supporting pupils, teachers, and the wider school community, aiming to raise achievement by applying advanced skills in planning, monitoring, assessing, and teaching
- Showing strong resolve in protecting and promoting the wellbeing of children and young people
- Staying up to date with school policies and procedures covering child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality, and data protection, and report concerns to designated staff
- Recognising and embracing diversity, making sure all pupils can access learning and development equally
- Accompanying staff and students on trips, excursions, and off-site activities when needed

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

November 2026

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Person Specification

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Qualifications & Training	
Essential	
E1	Higher Level Teaching Assistant Status, or equivalent.
E2	Level 4 Qualification or above, relevant to supporting teaching and learning (or equivalent experience).
E3	GCSEs at Grade C/4 or above, in English and Maths.
E4	Paediatric First Aid Qualification, or a willingness to obtain.
E5	Positive Handling and Physical Intervention Training, or a willingness to obtain.
E6	Evidence of relevant professional development.
Desirable	
D1	Training in supporting pupils with SEND (e.g., ASD, speech and language, SEMH).
Experience	
Essential	
E7	Significant experience working as a Teaching Assistant in an educational setting.
E8	Experience of planning and delivering learning activities.
E9	Experience of supervising whole classes during short-term teacher absence.
E10	Experience of supporting pupils with SEND.
E11	Knowledge of policies, procedures and codes of practices/legislation.
Desirable	
D2	Experience of working across different Key Stages.
D3	Experience supporting interventions and curriculum development.
Skills & Abilities	
Essential	
E12	Ability to plan, deliver and evaluate learning activities independently.
E13	Ability to assess, monitor and report on pupil progress.
E14	Confident classroom and behaviour management skills.
E15	Excellent communication skills (written and verbal).
E16	Ability to work collaboratively and provide guidance to colleagues.
E17	Strong organisational and time-management skills.
Knowledge & Understanding	
Essential	
E18	Strong understanding of child development and learning.
E19	High level of ICT competence to support teaching and learning.

Personal Attributes	
Essential	
E20	Conscientious, reliable, and committed to high standards.
E21	Commitment to supporting all pupils to achieve the highest possible standards.
E22	Ability to show initiative and can respond flexibly to changing needs.
E23	Demonstrates patience, empathy, and a pupil-centred outlook.
E24	Professional, respectful, and able to maintain confidentiality.
Safeguarding & Compliance	
Essential	
E25	Commitment to safeguarding and promoting the welfare of children and young people.
E26	Understanding of and ability to comply with data protection and confidentiality principles.
E27	Ability to comply with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies.
E28	Ability to comply with health and safety policies, rules and regulations.
E29	Ability to support and uphold the Catholic ethos of the school and respect its distinctive mission.

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