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| Job description: Higher Level Teaching Assistant  |

**Employment details**

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| Job title: | **Higher Level Teaching Assistant**  |
| Reports to (job title): | **Senior Leadership Team** |
| Type of position: | **Permanent** |
| Hours of work: | **37 hours per week 08:00 – 16:00 (39 weeks)** |
| Level and scale point: | **Grade 7** |

**Job Purpose**

Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for whole classes of pupils to maintain continuity of pupil’s learning. To plan and deliver intervention and support programmes where appropriate. To contribute to the overall ethos, culture and development of the school.

**Areas of responsibility:**

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| **MAIN RESPONSIBILITIES** |
| * Undertake a specialist role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
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| * Within a framework prescribed by a class teacher, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
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| * Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
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| * Teach whole class lessons under the guidance and direction of Teacher colleagues.
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| * Supervise Teaching Assistants and Work Experience students and liaise with their agencies as appropriate
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| * Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
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| * Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher’s decisions regarding Individual Education and Behaviour Plans for pupils.
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| * Access, maintain and update a range of pupil and school records to facilitate assessment of pupils’ progress.
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| * To accompany children on school trips when necessary
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| * Ensure that pupil’s health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
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| * Supervise attendance to the pupils personal, social and physical needs by other school staff so that pupil’s wellbeing is maintained.
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| * Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
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| * Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils’ wellbeing
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| * Attend staff and other meetings and participate in staff training development work and staff reviews as required
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Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.