



JOB DESCRIPTION – Higher Level Teaching Assistant

Job Context

Wallace Fields Junior School is proud of its happy and friendly atmosphere, excellent academic achievements, and strong provision for personal and social development. Our school values underpin everything we do, encouraging children to **BELIEVE** they can “Dream more, learn more, do more, become more.”

Job Purpose

To support and deliver high-quality teaching and learning across the school, including providing **PPA cover** for class teachers, leading structured learning activities, and promoting positive play and wellbeing during break and lunch times.

Main Tasks and Responsibilities

Teaching and Learning

- Deliver lessons and learning activities during **PPA cover** in line with school planning and curriculum requirements.
- Support pupils’ educational and social/emotional development under the guidance of the Headteacher, Deputy Headteacher, SENDCo, and Class Teacher.
- Implement person-centred education and behaviour support plans, monitoring and recording progress.
- Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and the Positive Behaviour Policy.
- Promote self-esteem, independence, and inclusion for all pupils, including those with SEND and EAL.
- Prepare and use resources to support differentiated learning activities.
- Track progress through assessment and monitoring arrangements, utilising SEND tracking systems under the direction of the SENDCo.
- Work collaboratively with other professionals (e.g., speech and language therapists, occupational therapists, educational psychologists).

Positive Play Lead

- Develop and lead strategies to promote positive play and wellbeing during break and lunch times.
- Organise structured play activities that encourage inclusion, teamwork, and emotional development.
- Train and support play leaders and lunchtime supervisors to create a safe and engaging playground environment.

Midday Supervision

- Supervise pupils during lunch breaks, ensuring safety and wellbeing.
- Promote positive behaviour and inclusion in the playground.

- Administer minor first aid when required.

Professional Responsibilities

- Model professional behaviour at all times.
 - Comply with school policies and procedures.
 - Participate in training and other learning activities as required.
 - Undertake any other duties consistent with the nature and level of the role.
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Personal Development, Supervision and Training

- Participate in regular support, appraisal, and review meetings.
 - Continuously develop professional knowledge and expertise through training and development opportunities.
 - Attend and contribute to team meetings.
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Policies and Procedures

- Adhere to Health & Safety policies and report hazards promptly.
 - Comply with safeguarding procedures and complete required training.
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Child Protection

- Safeguarding and promoting the welfare of children is a core responsibility.
 - Report any concerns immediately to the Designated Safeguarding Lead.
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Ethics and Confidentiality

- Respect confidentiality at all times.
- Adapt to changing priorities and objectives as required.