



# Waynflete Infants' School

## Academy for Early Learning

### JOB DESCRIPTION – HIGHER LEVEL TEACHING ASSISTANT OR TEACHING ASSISTANT LEVEL 4

<b>Accountable to:</b>	Headteacher
<b>Main Purpose of the Job</b>	<p>To support teaching and learning across the school, including planning and delivering lessons, interventions and covering classes when needed. The HLTA works closely with teachers to raise pupil achievement and promote inclusion.</p>
<b>Planning and Teaching</b>	<p>Under the guidance of the class teacher to supervise and teach agreed learning activities to pupils, planning to achieve progression of learning through:</p> <ul style="list-style-type: none"><li>• identifying clear lesson objectives and specifying how they will be taught and assessed</li><li>• setting tasks, when necessary, which challenge pupils and ensure high levels of interest</li><li>• setting appropriate and demanding expectations</li><li>• setting clear targets, building on prior attainment</li><li>• providing clear structures for lessons maintaining pace, motivation and challenge.</li><li>• making effective use of assessment, ensuring coverage of the appropriate scheme of work</li><li>• ensuring effective teaching when necessary and best use of available time</li><li>• monitoring and intervening to ensure sound learning and discipline</li><li>• ensuring pupils acquire and consolidate knowledge, skills and understanding</li><li>• evaluating their own supervision/teaching role critically to improve effectiveness.</li></ul>



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<b>Monitoring, Assessment, Recording and Reporting</b>	<ul style="list-style-type: none"><li>• assess how well learning objectives have been achieved and use them to improve specific aspects of teaching</li><li>• provide oral feedback to pupils about their progress and achievement</li><li>• record pupils' progress and achievement in line with school policy</li><li>• mark work according to school policy.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• to support the stated aims of the school</li><li>• to always operate within the stated policies and practices of the school</li><li>• to ensure that all pupils are carefully supervised and take due regard of their health and safety</li><li>• endeavour to give every child the opportunity to reach their potential and meet high expectations</li><li>• establish effective working relationships and set a good example through their presentation and personal and professional conduct</li><li>• attend and participate in meetings as required</li><li>• participate in training and other learning activities as required</li><li>• to undertake any duties, directed by the Headteacher, that the employee has the appropriate training for and is deemed competent to carry out</li><li>• be responsible for safeguarding and promoting the welfare of children you come into contact</li></ul>