



## Immaculate Conception Catholic Primary School

### **Job Description for the post of Higher Level Teaching Assistant**

Immaculate Conception Catholic Primary School was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic school in accordance with the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hallam.

**POST:** Higher Level Teaching Assistant, with SEN responsibilities

**GRADE:** Grade 9, Pay point 16

**RESPONSIBLE TO:** Headteacher and Governors

#### **POST OBJECTIVE:**

- To teach pupils with support from the wider teaching team – increasing their knowledge, skills and understanding across a range of subject areas by using precise, clear modelling and feedback.
- To enable all pupils to achieve their full potential through appropriate support and challenge.
- To contribute to the safeguarding and promotion of the well-being of children and young people in line with current legal requirements, national policies and local guidance.

#### **RESPONSIBILITIES:**

- Manage pupil learning through effective teaching in accordance with our school's bespoke planning and policies. Adapt and personalise planning to suit your style and the needs of the pupils in each specific class and provide specific feedback that moves progress forward
- Use a variety of methods and strategies to match curricular objectives to pupil need and ensure equal opportunity for all pupils
- Work with the SEND Team and Inclusion Team, to benefit from their specialist knowledge, to maximise your effectiveness within lessons and in creating specialist support packages
- Support individual learning, by planning work with appropriate challenge and scaffolding, monitoring and reviewing pupil outcomes regularly
- Provide precise, clear modelling and clear explanations using appropriate vocabulary, to support pupils to achieve
- Support the children through raising pupils' esteem, expectations, and aspirations
- Have consistently high expectations and positive behaviour management strategies that help you encourage and manage each class effectively

- Be responsible for the class that you teach – ensuring you understand their medical needs, safeguarding needs and can correspond with parents in place of the class teacher where needed

### **Support for Pupils**

- To focus on individual pupils to ensure their needs are being met within lessons – communicating effectively and sensitively.
- To encourage pupils to interact and work co-operatively with each other.
- Develop relationships, giving emotional support and acting as coach, trainer, developer and motivator. Establish fair, respectful, trusting, supportive and constructive relationships.
- Support pupils to evaluate their progress and provide guidance that will help them develop further.
- Understand the key factors that affect children and young people's learning and progress

### **Support for the Teacher**

- Work effectively as a member of the school team to improve the quality of teaching and learning
- Implement new initiatives adopted by the school, adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.
- Prepare, plan and manage specific lessons using effective methods and adjusting them according to pupils' responses/needs.
- To provide cover across main school as and when required

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## **Other Professional Requirements**

- To promote the policies and ethos of the school, to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Be a role model to pupils through personal presentation and professional conduct.
- Have high expectations and a commitment to helping young people fulfil their potential
- Be familiar with and support all the Academy's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
- Have achieved a nationally recognised qualification as identified on the person specification for a HLTA
- Establish effective working relationships with professional colleagues.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare, recognising the contribution that they can make the development and wellbeing of our pupils
- Be aware of the role of the Governing Body of the Academy and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- Consider the needs of all pupils within lessons and implement specialist advice -taking account of diversity.

## **Health and Safety**

- Where appropriate, undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities and Child Protection.

## **Continuing Professional Development**

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- Take responsibility for personal professional development, with support from a Senior member of staff.
- Respond positively to feedback given, adapting as necessary or sharing good practice
- Undertake any necessary professional development as identified in the School Development Plan, and multi-agency requirements, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.