

All Saints Church of England Primary School



Job Title: Higher Level Teaching Assistant

Reports to: Phase Leader

Pay grade:

Job Description

Purpose of job:

- To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the phase leader.
- To work independently providing Preparation, Planning and Assessment (PPA) cover with a significant commitment to whole class teaching.
- To work with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims

Principal Accountabilities:

Teaching and Learning

- Contribute towards individual pupil outcomes and strategies.
- Observe, monitor and record the progress of pupils both using the appropriate format as advised by the class teacher including pupil learning, behaviour management, wellbeing, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Proactively address behaviour management in line with policy to ensure all children can learn.
- Work with individual/ small groups/ whole classes under the direct supervision of teaching staff and provide verbal and/or written feedback to the teacher
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Support teaching staff in behaviour management and keeping pupils on task
- To assist the teacher with evaluation of all support and where appropriate, interventions. Monitor children's progress and provide accurate feedback. Any marking of children's work must be done in accordance with the school's marking policy.
- To support or lead the class during PPA as agreed, following plans and liaise with teacher where needed
- Prepare lessons contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs
- Motivate and progress pupils' learning following school policies and guidance from class teachers
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.
- Liaising with class teacher to ensure all resources required are available and put away correctly.

Professional and Personal Conduct

- Maintain personal and professional boundaries at all times.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and in negotiation.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To help promote positive behaviour, Trust's and school vision and values.
- To follow all Trust and school specific policies

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Reflect on your practice and develop yourself professionally
- Participate in the school's performance management process
- To undertake other administrative jobs to support children's learning.
- To meet deadlines and keep all paperwork up to date, with accurate spelling and grammar, ensuring that all records are objective focused

Wellbeing of pupils

- Support pupils social and emotional well-being, reporting problems to the teacher as appropriate
- Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Supervise and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Attend to pupil's personal care needs to ensure pupils' including toileting, hygiene, dressing and eating, as well as social, welfare and health matters, reporting problems to the teacher as appropriate
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

Knowledge and understanding

- Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice
- Understand roles and responsibilities within the classroom and whole school context, recognise these may extend beyond a direct support role
- Provide clerical/admin support

Effective communication and engagement with students, their families and carers and other professionals.

- To report conversations with parents to the class teacher in order that all necessary information is recorded on the system and recording any safeguarding concerns raised.
- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- To be a good role model in speaking and listening, using correct grammar
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour. Safeguarding and promoting the welfare of the child.
- Know the value and expertise you bring to a team and that brought by your colleagues.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
- Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.