

Cleobury Mortimer Primary School

**JOB DESCRIPTION**

**Job title:** Higher Level Teaching Assistant

This is a part-time permanent post working 1.00 pm until 3.30 pm Monday, Tuesday and Wednesday term-time only plus 5 PD days.

**Salary Grade**: NJC 19 Payscale 17: FTE £24,491 (Actual annual pay for hours indicated: £4,209.35)

Progression is subject to annual performance management review.

**Reporting to**: Deputy Headteacher

**Main Purpose:**

**Supervising whole classes**

* Under the agreed system of supervision, during the absence of the classroom teacher, to supervise pupils undertaking work which has been set in accordance with school policy.
* To manage student behaviour and deal promptly with conflict and incidents in line with established school policy.
* To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school’s policies and procedures
* To return the work completed by pupils to the appropriate teacher and feedback on any behavioural or other issues, using the school’s agreed referral procedures.
* To monitor and evaluate pupils’ responses to learning activities through observation and recording of achievement and to provide feedback/reports as required

**Classroom Organisation**

* To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

**Supporting the school**

* To support the aims and ethos of the school
* To liaise and consult with other professionals supporting pupils.
* To attend relevant in-service training and meetings.
* To undertake medical training and provide medical cover if required
* To undertake any other reasonable duties which might from time to time be requested by the Headteacher or any person delegated by them.
* To follow the school policy documents and schemes of work and keep updated with school and national curriculum documentation.
* To attend and participate in regular meetings and participate in training and other learning activities (performance management) as required.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
* Accompany teaching staff and pupils, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.

**General**

* Have regular contact with the Pastoral Support Team to update and share information
* Jointly attend meetings with parents and/or outside agencies.
* Attend identified courses to inform practice.

**Job Description**

* Comply with the performance management procedures which will include regular lesson and intervention observations.
* Professional conduct at all times and demonstrating empathy towards all pupils. A willingness to ensure reasonable adjustments are made to accommodate the needs of all pupils.
* To support pupils in all curriculum areas where needed, inclusive of school trips and excursions if needed and appropriate.
* Embrace change and developments which aim to enhance the support of all pupils.
* The development, preparation and deployment of specialist in class and intervention resources to support high quality first teaching
* Current DBS in line with school policy
* To undertake any other duties that would reasonably be expected of the post holder as designated by the Head teacher and SLT.

**SAFEGUARDING**

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who

are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show at all times.