



Aldermoor Farm Primary School

Job description

Higher Level Teaching Assistant for Enhanced Resource Provision

Salary: Grade 5

Hours: 35 hours per week

Job Purpose:

To work collaboratively with the teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

Duties and Responsibilities

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and interventions for individuals, groups and whole classes. Time will be given for this.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the wide range of physical and emotional needs of pupils within a special school, including those pupils with learning difficulties/disabilities and those with other special educational, physical or emotional needs.
- To work collaboratively with classroom teachers in the planning and implementation of personal plans for individuals or groups of pupils.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate.
- Assist the teacher in supporting individuals or groups of pupils with the full range of curriculum activities, this may include visits and special events

- Implement agreed learning activities/teaching using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake general classroom administrative tasks as required by the classroom teacher.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Promote pupil independence in learning and curriculum access and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils can safely use equipment and materials provided.
- Support the implementation of specialist programmes under the guidance of the multi-disciplinary team, for example speech and language therapists, physiotherapists, sensory support or occupational therapists.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
- Assist the teacher in monitoring and analysing records of pupils' progress.
- Utilise IT in learning activities and develop pupils' competence and independence in its use.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and specific care and the welfare of pupils.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Participate in personal and professional development activities to meet the changing demands of the job.
- Attend and participate in relevant whole school and class meetings as required.
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.

Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties, which include the processing of any personal data, must be undertaken within the corporate data protection guidelines.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: ERP Teacher

Date Reviewed: April 2024

