



Henwick Primary School

Executive Headteacher: Mrs L Lazell

Head of School: Ms C Lotriet

Henwick Road, Eltham, SE9 6NZ

Tel: 020 8856 8627



Higher Level Teaching Assistant Job Description

KEY PURPOSE

1. To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school., under an agreed system of supervision, that supports the teacher with learning outcomes.
2. To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.

MAIN ACTIVITIES

1. To deliver learning activities that enable the development of pupils, adjusting activities according to pupils' responses/needs.
2. Responsibility for managing the planning, preparation and delivery of different initiatives and to provide high level assistance and guidance in a specialised area.
3. To support and deliver agreed learning activities whole classes/groups in the absence of the teacher.
4. To provide targeted high level support for any pupils identified by the SLT, whether individually or in groups, using activities planned by the teacher.
5. To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.
6. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against pre-determined learning objectives.
7. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.
8. To be familiar with the principles of the 'Every Child Matters' agenda and consider in carrying out the duties of the post.
9. To work within the schools agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.
10. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.
11. To develop and implement IEP's and to promote the inclusion of all pupils within the classroom.
12. Promote independence using strategies to recognise and reward achievement of self-reliance.
13. To establish productive relationship with pupils and the setting of high expectations and to organise and manage appropriate learning environment and resources.
14. To effectively contribute to multi agency working to support pupil's development and liaise with parents/carers regarding pupil achievement and other associated matters.
15. To carry out any other duty as directed by the line manager and commensurate with the responsibility level of the post.
16. To carry out all duties of the post, in line with the School and Council's equal opportunities policy.
17. To work within the school's health and safety policies/procedures.



18. To work within the 'Every Child Matters' Agenda.

Other:

- On joining the school to attend induction session
- Successfully complete probationary period.
- Assist as required in work familiarisation of new members of staff
- To act as a first aider (if appropriate training has been provided).
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
- Attend and participate in regular meetings and planned training sessions.
- Fulfil responsibilities as specified on school duties and undertake lunchtime supervision if needed (including wet play)

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Headteacher may deem appropriate and necessary.