

Post Title:	Teaching Assistant 4 (Higher Level Teaching Assistant)	Post No:	JD55
Department	Danson Primary School	Grade:	BEX08
Responsible to	Senior Staff		
Responsible for	Other Teaching Assistants		
Functional links with	Pupils, Teachers, Parents, Carers, other agencies / professionals other school staff		
Main purpose of the job: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To implement agreed programmes of work with individuals / groups in and out of the classroom. This may involve planning, preparing and delivering learning activities pupils as well as assessing, recording and reporting on pupils’ achievement, progress and development. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time. To be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocation and monitoring of work, appraisal and training.			
Major Duties and Responsibilities: 1. Complement the professional work of teachers in ensuring pupils’ continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships. Develop and implement Individual Education/Behaviour Plans. 2. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning 3. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of activities so that pupils receive the maximum benefit from their education. 4. Produce lesson plans, worksheets etc., organise and manage learning environment and resources, advising on the appropriate deployment and use of specialist aid/resources and equipment. 5. Plan teaching and learning objectives, evaluate and adjust such plans to fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings 6. Manage other teaching assistant undertaking recruitment, induction, training and mentoring.			
Resources: Curriculum and class based resources.			
Job Activities Supporting the School <ul style="list-style-type: none">• To be aware of school policies and procedures and follow the school ethos.• To be responsible for promoting and safeguarding the welfare of young children and comply with school policies and procedures.• To develop knowledge of English, Mathematics and other curriculum areas.• To cover PPA time and absence for class teachers including delivery and marking.• To liaise with teaching and non-teaching staff with regards to preparation for and working within lessons.• To respect the confidentiality of sensitive information divulged by staff, parents and pupils.			

Supporting the Teaching Staff

- To support the teaching staff in promoting good behaviour in the classroom and across the school. To support teaching staff in delivering a differentiated curriculum.
- To assist teaching staff in observing pupils and recording those observations.
- To provide regular feedback on pupil progress during lessons.
- To assist teaching staff in the implementation of pupils' individual plans/provision maps.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed, in order to support the teacher in delivering the specific learning programmes set for each pupil.
- To maintain a clean, safe and orderly working environment, ensuring that equipment/resources/materials are set out as per instructions and used safely.
- To follow the school policy for marking and feedback

Supporting the Pupils

- To establish a supportive and trusting relationship with pupils.
- To be aware of pupils individual needs and the strategies most useful for addressing them.
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To motivate pupils and build up their self-esteem.
- To act as a role model, setting high expectations.
- To encourage and keep on task those who find it difficult to concentrate.
- To help pupils deliver organisational skills and become independent learners.
- To contribute to review meetings and monitoring procedure.
- To liaise with outside agencies and parents & carers.
- To work on a one to one basis with pupils as appropriate and help them to meet their individual targets.
- To ensure the pupils are able to use equipment and material provided.
- To expect acceptance and inclusion of pupils with Additional Educational Needs.
- To meet the physical needs of pupils as required whilst encouraging independence.
- To follow any recommendations in pupils behaviour/learning/care plans as directed by the class teacher and/or SENCO.

General Duties

- To attend playground duty when required to do so.
- To provide children with stimulating & challenging play opportunities at playtime.
- To contribute to extra-curricular activities.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- Where necessary, support other LSAs.
- Under the instruction and guidance of teaching staff, plan and deliver challenging teaching and learning objectives to pupils, evaluating and adjusting activities/lessons/work plans as appropriate and according to pupil responses/needs.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- To deliver out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To liaise between managers/teaching staff and LSAs.



- To hold regular team meetings with managed staff.
- To represent LSAs at teaching staff/management/other appropriate meetings.
- To carry out other duties as requested by the Head Teacher from time to time.

This job description describes, in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties it contains may vary or be amended in consultation with the post holder from time to time to reflect the needs of the school, without changing the level of responsibility associated with the post.

Signed by:	Post holder:	Date:
	Line manager:	Date:
	Job assessor (if required)	Date: