

# Hagley Primary School

## Job Description: Higher Level Teaching Assistant (HLTA)

**Grade: TA4 – Points 7 - 11**



### Purpose of the Post

The post holder is responsible to the Head Teacher in respect of all duties pertaining to this job description. In the absence of the Head Teacher they will be responsible to the Deputy Head Teacher.

### Confidentiality

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

### Main Duties

#### Planning

- Plan and prepare lessons when carrying out sickness absence.
- Deliver pre-planned lessons to classes where absence of teacher is known in advance
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

#### Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the Head Teacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language

#### Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.

#### Mentoring, Supervision and Development

- Manage other teaching assistants and undertake induction, appraisal, training and mentoring for other teaching assistants.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate

in staff meetings and training days/events as requested.

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground if on duty.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

### **Other**

- Any other duties required by the class teacher, Deputy Head Teacher, or the Head Teacher, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time
- Any other duties required by the class teacher, Deputy Head Teacher, or the Head Teacher, which is within the scope of this post.

### **Guidance**

You should make yourself aware of all school policies and Worcestershire's Guidance on the use of Physical Restraint as well as our current Behaviour Policy.

Your job description is not a comprehensive definition of the post and you may be required to undertake such tasks as appropriate to the level of your appointment, as the head teacher may require.

You may be asked to attend training activities appropriate to the role you have as a teaching assistant.

This job description may be subject to modification or amendment and will be done so after discussion with you.

**Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**