

# CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

## JOB DESCRIPTION QUESTIONNAIRE

<b>JOB TITLE</b>	<b>Higher Level Teaching Assistant (Primary)</b>	<b>JOB REF NO</b>	<b>AAAD5023</b>
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**BASIC JOB PURPOSE** Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for whole classes of pupils to maintain continuity of pupil's learning.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1.</b>	Undertake a specialist role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
<b>2.</b>	Within a framework prescribed by a class teacher, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
<b>3.</b>	Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
<b>4.</b>	Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
<b>5.</b>	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for pupils.
<b>6.</b>	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
<b>7.</b>	Ensure that pupil's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
<b>8.</b>	Supervise attendance to the pupils personal, social and physical needs by other school staff so that pupils wellbeing is maintained.
<b>9.</b>	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
<b>10.</b>	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing
<b>11.</b>	Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.