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| Milton Hall logo black and white.TIF | **Milton Hall Primary School and Nursery**  **Job Description** | Milton Hall logo black and white.TIF |
| **Post Title:**  **Salary:** | **Higher Level Teaching Assistant**  **Level 6** |  |
| **Responsible to:** | **Headteacher, Deputy Headteacher** |  |

**Purpose of the Job:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development

**Duties**

* 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.

**Support for the Pupils**

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning,
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Develop and implement lEPs.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance,
* Provide feedback to pupils in relation to progress and achievement.

**Support for the Teacher**

* Organise and manage appropriate learning environment and resources, within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate,
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives,
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment,
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
* Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc,
* Administer and assess/mark tests and invigilate exams/tests.
* Production of lesson plans, worksheet, plans etc.

**Support for the Curriculum**

* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs,
* Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills,
* Use ICT effectively to support learning activities and develop pupils' competence and independence in its use,
* Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds,
* Advise on appropriate deployment and use of specialist aid/resources/equipment,

**Support for the School**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person,
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop,
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils,
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
* Deliver out-of-school learning activities within guidelines established by the school.
* Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class,

**Line Management (where appropriate)**

* Manage other teaching assistants,
* Liaise between managers/teaching staff and teaching assistants,
* Hold regular team meetings with managed staff,
* Represent teaching assistants at teaching staff/management/other appropriate meetings.
* Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

**General**

To undertake any training commensurate with the post.

All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

This job description will be reviewed at annual appraisal.

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working with children in a school/early years environment  GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths  Hold a HLTA qualification  Experience of planning and leading teaching and learning activities (under supervision) |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid  Understand classroom roles and responsibilities and your own position within these |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Full working knowledge of ICT to support learning |
| **Communication** | Written | Ability to write detailed reports, letters etc |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Specialist language/communication skills if appropriate |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy and strategies which contribute to a purposeful learning environment |
| SEN | Successful completion of training to support SEN if appropriate |
| Curriculum | Working knowledge and experience of implementing national curriculum and other relevant learning programmes  Good working knowledge of specialist curriculum area(s) if appropriate  Understanding of statutory frameworks relating to teaching |
| Child Development | Detailed understanding of child development and learning processes  Ability to assess and record progress and performance and recommend appropriate strategies to support development  Motivate, inspire and have high expectations of pupils |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc  Ability to work with parents and carers to improve support for children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Contribute to the development and implementation of effective systems to share information |
| **Skills, Knowledge and Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure  To be flexible  Follow instructions accurately  Use own initiative and work independently |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances, situations |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding and effective implementation of child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Constantly improve own practice/knowledge through self-evaluation and learning from others |