

JOB DESCRIPTION

Higher Level Teaching Assistant

Pay Grade: Scale F:12

Responsible to:

The Headteacher or a Senior Teacher. Works to and with a qualified teacher on a day-to-day basis.

Purpose of role:

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 the whole classes and monitoring pupils and assessing or short term for whole classes under an agreed system of supervision.

Our vision:

Immeasurably more than we can imagine!

Our passion and ambition is to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system recognised as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich.

Other job information:

For use in all school and units as appropriate.

Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers.

STANDARD AND REGULATIONS FOR HIGHER LEVEL TEACHING ASSISTANTS

Higher Level Teaching Assistants should have regard to the standards and regulations published by the DfES and the National Employers in carrying out their responsibilities.

Main responsibilities:

- Undertake the job description of a Teaching Assistant at NVQ 3 Level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative. Can deliver whole-class learning on short term basis to release a class teacher for PPS or other non-contact time. Main responsibilities are set out below.

Support for pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- Take responsibility for the developing and implementing IEPs (Individual Education Plans).



Support for Teachers:

- Take responsibility for organising and managing appropriate learning environments and responses.
- Responsible for the recording progress and achievements in lessons and activities.
- Establish a clear framework for disciplinary matters.
- Leads meeting with parents to give constructive feedback on pupil progress and achievement.

Support for curriculum:

- Uses ICT effectively for learning activities and developing pupil competence and independence on its use. Able to select and prepare the necessary resources to teach learning activities.
- Takes responsibility for advising on the appropriate deployment and use of specialist aids/resources/equipment.

Support for the school:

- Assists with the development of school policies and procedures relating to child protection, health safety and security, confidentiality and data protection.
- Takes the initiative in developing appropriate multi agency approaches to supporting pupils
- Takes responsibility for the provision of out of school learning activities within guidelines established within the school.
- To undertake other similar duties and activities within the grade and scope of the post as directed by the Headteacher.



Person Specification

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE (or equivalent NVQ 2 level) Maths and English. • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Training in the literacy/numeracy strategy. • Specialist skills/training in curriculum or learning. • Can work at NVQ Level 4 overall. 		
Experience: <ul style="list-style-type: none"> • Experience of working with pupils of relevant age in a learning environment. 		
Skills & Knowledge: <ul style="list-style-type: none"> • Can use ITC effectively to support learning. • Full working knowledge of relevant policies/codes of practice/legislation. • Working knowledge and experience of implementing National Curriculum and other relevant learning programmes. • Good understanding of child development and learning processes. • Understanding of statutory frameworks relating to teaching. • Constantly improve own knowledge/practise through self-evaluation and learning from others. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 		

General information:

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- All work performed/duties undertaken must be carried out in accordance with relevant MAT, department and school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Headteacher.