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| **Job Title: Teaching Assistant Level 4 / HLTA** |
| **Directly responsible to:** Executive Principle / Head Teacher / Teaching Assistant Team Manager |
| **Directly responsible for:** complementing 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. This role will have a strong focus in the delivery and implementation of phonics sessions throughout the school.  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 |
| **Hours of Duty:** 32.5 hours per week  Term time only plus 5 Professional Development Days |
| **Grade:** 23 - 28 |

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| **Main Duties and Responsibilities**  **Leading phonics interventions**  Lead the delivery of the school’s systematic synthetic phonics programme (Read Write Inc.)  Monitor and evaluate the impact of phonics interventions using pupil progress data.  Work with the Literacy lead to adapt phonics provision across year groups and key stages, ensuring progression and fidelity to the chosen scheme.  Provide CPD or coaching to TAs/teachers on best practices in phonics delivery.  **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 IEPs  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 |

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| **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 providing 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, KS3, 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 Responsibilities 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 staff as appropriate  Supervise pupils on visits, trips and out of school activities as required  **Knowledge and Skills**  Can use ICT effectively to support learning  Full working knowledge of relevant polices/codes of practice/legislation  Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning  programmes/strategies  Good understanding of child development and learning processes  Understanding of statutory frameworks relating to teaching  Ability to organise, lead and motivate a team  Constantly improve own practice/knowledge 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 |

**Review Arrangements:**  
**The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Academy will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.**

Received and accepted by …………………………………………………

Executive Principal ……………………………………………………………

Date………………………………………..

Date ……………………………………………………….