


Job Description		
Title HIGHER LEVEL TEACHING ASSISTANT - PRIMARY	School: WILLIAM LILLEY INFANT & NURSERY SCHOL	Post Ref Profile Learning Support 5a PRI
<div>Job Purpose</div> <p>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.</p> <p>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.</p>		
<div>Key Responsibilities</div> <div><div>1. Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning</div><div>2. Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality</div><div>3. Use knowledge of age related expectations of pupils in the cycle of planning, being familiar with the main teaching methods and assessment framework in the relevant subjects</div><div>4. Establishing productive working relationships with pupils</div><div>5. Developing and implementing Individual Education Plans in partnership with teacher/SENCO</div><div>6. Promoting the inclusion and acceptance of all pupils within the classroom</div><div>7. Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others and engage all pupils in activities</div><div>8. Promoting independence and employing strategies to recognise and reward achievement of self reliance</div><div>9. Providing feedback to pupils in relation to progress and achievement</div><div>10. Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development</div><div>11. Taking an active role as appropriate to develop relevant multi-agency approaches to supporting pupils</div></div>		



12. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
13. Organising and managing appropriate learning environment and resources
14. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests
15. Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher)
16. Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
17. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
18. Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
19. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
20. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
21. Administering and assessing routine tests and invigilate exams/tests
22. Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
23. Facilitating smooth transition between educational phases
24. Production of lesson plans, worksheets, plans etc
25. Supporting pupils in their learning in all areas of the curriculum
26. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
27. Implementing 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 relevant skills
28. Using ICT effectively to support learning activities and developing pupils' competence and independence in its use
29. Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
30. Advising on appropriate deployment and use of specialist aid/resources/equipment
31. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
32. Delivering out of school learning activities within guidelines established by the school
33. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
34. Managing other teaching assistants
35. Liaising between managers/teaching staff and teaching assistants
36. Holding regular team meetings with managed staff

- 37. Representing teaching assistants at teaching staff/management/other appropriate meetings
- 38. Undertaking recruitment/induction/performance review/training/mentoring for other teaching assistants
- 39. Development of the work area across the school, including any specialist resources

General Responsibilities

- 40. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- 41. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 42. Contribute to the overall ethos/work/aims of the school
- 43. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- 44. Attend and participate in regular meetings
- 45. Participate in training and other learning activities as required
- 46. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- 47. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- 48. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- 49. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- 50. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

<i>Person Specification</i>	
<i>Education and Knowledge</i> Good literacy and numeracy skills gained from general education to GCSE ‘O’ level/Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification and experience together with a working knowledge of national curriculum/early years curriculum, and other relevant learning programmes/strategies; alternatively, HLTA status.	<i>Personal skills and general competencies</i>
<i>Experience</i>	