



**WOKINGHAM
BOROUGH COUNCIL**



Loddon Primary School
Working together to realise the potential in everyone.

WOKINGHAM DISTRICT COUNCIL JOB DESCRIPTION

Job Title:	Higher Level Teaching Assistant	Job Ref:
School:	Loddon Primary School	Salary: £26,421- £28,770 pro rata £19,365-£21,087 actual salary
Reports To:	Team Leader	
Grade:	5 SCP 12-17	
Employment Status: Permanent		
Hours of Work: 195 days – term time plus INSET days 32.5 hours per week or 16.25 hours		
Job Purpose: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.		
Organisation Chart: <pre> graph TD HT[Headteacher] --> RBT[Resource base teacher (Class teachers)] RBT --> HLTA[Grade 5 HLTA] </pre>		

Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

Summary of Main Contacts

- Pupils
- Teachers
- Parents
- Governors
- Other school staff
- Other professionals
- LA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required:

1. To model and promote the values, ethos, vision and policies of the school ensuring the pursuit of high standards for all pupils including those with additional needs.
2. Within an agreed system of supervision, provide short-term cover for absent teachers by supervising and delivering lessons for whole classes. Adjust lesson/work plans as appropriate.
3. Within an agreed system of supervision plan and deliver the weekly PPA for assigned groups of pupils within the resource base.
4. Team teach alongside class teachers as required, making a key contribution to the delivery of high-quality learning experiences for resource base pupils.
5. Monitor pupils' responses to learning tasks, and their participation and progress, provide constructive feedback to pupils, and modify teaching strategies accordingly. Provide informative feedback to the teacher verbally and through systematic record keeping.
6. Use positive behaviour management strategies in line with the school's agreed policy and approaches.
7. Assist with resource base and other classroom administrative tasks such as preparation of education materials and organisation of supplies and equipment at the teacher's request.
8. Implement agreed work programmes/interventions, including specific personalised programmes for individual pupils, under the direction of resource base teachers, demonstrating a flexible response to the needs of SEND children.
9. To build and maintain a working partnership with parents, carers and other professionals, retaining confidentiality at all times.
10. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training)

- Higher Level Teaching Assistant standards or equivalent qualification or experience
- Excellent numeracy / literacy skills – equivalent to NVQ Level 2 in English and Maths
- Knowledge of National Curriculum, the age-related expectations of pupils and the main teaching methods in the appropriate subjects and age ranges
- Training in relevant learning strategies e.g. literacy
- Specialist skills/training in curriculum or learning area e.g. sign language, ICT
- Specific SEND Training e.g. ASD, Dyslexia, ADHD

Skills/Abilities:

- Working knowledge and experience of implementing national/foundation stage curriculum
- Good understanding of child development and learning processes including for those with social communication difficulties
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Can use ICT effectively to support learning
- Excellent communication and interpersonal skills
- Constantly improve own practice /knowledge through self-evaluation and learning from others
- Confidentiality at all times

Experience: type, level and length.

- At least two years experience of working with children including children with special needs is essential

Personal Qualities:

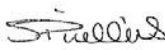
- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- Good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative are very important

Special Factors:

Needs to work flexibly to accommodate educational trips (may include residential)
Responsibility for first aid if required

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder----- Date -----

Signature of Head Teacher-----  ----- Date April 2023