



BOW BRICKHILL C of E VA PRIMARY SCHOOL

'Growing together in knowledge, love and faith'

Post title:	Higher Level Teaching Assistant
School:	Bow Brickhill C of E VA Primary School
Salary and grade:	E1 - E4 dependent on experience (FTE £27,711 - £30,060)
Line manager/s:	The Headteacher, the Assistant Headteacher and the governing body
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- To teach whole classes in the absence of the class teacher, delivering lessons and maintaining a high standard of teaching and learning, including PPA.
 - To work collaboratively with the teaching staff and assist teachers in the whole planning cycle and management/preparation of resources
 - To deliver targeted learning activities for groups of pupils, ensuring adapted support to enhance their progress and development
 - To consistently implement effective behaviour management strategies in line with school policies, ensuring a positive and productive learning environment
 - To work closely with teachers and the Senior Leadership Team to monitor and report on pupil progress
 - To carry out any other reasonable requests, at the request of the Headteacher, to meet the changing demands of the school
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Accountabilities

Planning

- Prepare and deliver lessons, under the direction of the teacher, including providing cover for teacher absence, PPA and delivery of specific interventions to learners
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how to support the inclusion of pupils in the learning activities
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and sharing these observations with the class teacher regularly
- Contribute to the planning of opportunities for pupils to learn in out of school contexts in line with school policies and procedures

Teaching and Learning

- Take responsibility for working with whole classes and groups of pupils, delivering high-quality teaching and learning across a range of subjects and key stages
- Provide planned and ad-hoc cover for whole classes in the absence of teachers, ensuring that pupils remain engaged and on task
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Support the teaching of the whole curriculum to enable pupils to achieve their full potential in all areas of learning
- With teachers, evaluate pupil progress through a range of assessment activities
- Assist in maintaining and analysing records of pupils progress
- Support and engage children in purposeful outdoor activities during breaktimes
- Be familiar with lesson plans, IEP targets and learning objectives
- Promote and support the inclusion of all pupils, including those with specific learning needs
- Use behaviour management strategies, in line with the school's policy and procedures
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- Use IT skills to advance pupils' learning

- Support the role of parents in their child's learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- Undertake any other relevant duties given by the class teacher

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures and support the overall ethos of the school
- Make a positive contribution to the wider life and ethos of the school by attending extra-curricular school events
- Work collaboratively on curriculum and other identified school development initiatives to secure co-ordinated outcomes
- Participate in staff meetings and training days/events as requested

Health, safety and discipline

- Recognise that health and safety is a responsibility of every employee
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment including on planned school trips and journeys
- Comply with health and safety policies and any school specific procedures to promote the safety and wellbeing of all members of the school community
- Administer medication as agreed
- Foster and maintain professional and supportive relationships with parents/carers, facilitating their support in their child's good attendance and learning
- Assist teachers by receiving instructions directly from professional or specialist staff involved in the children's education e.g. social workers, speech therapists or education psychologists
- Develop effective professional relationships with colleagues

Professional Development

- Take part in the school's appraisal and performance management procedures
- Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve own teaching
- Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community
- Show commitment to the development and promotion of a learning community for all

Working with Colleagues and other relevant professionals

- Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community
- Communicate knowledge and understanding of pupils to other school staff and education, health and social professionals, so that informed decision making can take place on intervention and provision
- Access support and advice from other external agencies as appropriate

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Maintain high levels of confidentiality and act with integrity at all times
- Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently
- Maintain high standards of attendance and punctuality
- Promote equality and treat everyone with fairness and dignity
- Adhere consistently to the Bow Brickhill C of E Primary School Staff Code of Conduct

Safeguarding and Child Protection

- Actively promote and safeguard the welfare of ALL members of the school community
- Consistently follow the school policies on safeguarding and child protection
- Keep up to date with developments in safeguarding and child protection

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. It outlines the main duties of the post but does not exclude duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Person Specification: HLTA

This acts a selection criteria and gives an outline of the type of person and characteristics required to do the job. Essential: without which the candidate will not be considered.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • HLTA Status • Minimum 'C' grade/Grade 4 in Maths and English at GCSE or equivalent 	<ul style="list-style-type: none"> • First Aid Training, or a willingness to complete this • Specialist skills/training in curriculum or learning e.g. dyslexia
Experience	<ul style="list-style-type: none"> • Experience of working at Higher Level Teaching Assistant level in a school setting, taking responsibility for whole classes • Experience of planning and leading teaching and learning activities (under supervision) • Experience of delivering specific interventions to support learning • Experience of managing behaviour effectively to create a positive learning environment • Experience of monitoring, assessing and reporting pupil attainment and progress 	<ul style="list-style-type: none"> • Experience of working with children across different key stages
Knowledge and understanding	<ul style="list-style-type: none"> • A sound understanding of the role and responsibilities of a Higher Level Teaching Assistant within the wider school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • A sound understanding of the National Curriculum across relevant key stages • Subject and curriculum knowledge relevant to the role and the ability to apply this effectively in supporting the class teacher and pupils • Secure literacy and numeracy skills linked to an understanding of the requirements for age related expectations • A sound understanding of the teaching of phonics and the components of a high quality phonics session • Excellent verbal communication skills and the ability to model high standards of spoken and written English • Competence in the use of IT and a good understanding of how to use IT effectively to support learning • Good organisational skills and the ability to work calmly under pressure • The ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils and an understanding of how to adapt and deliver support to meet those individual needs • A sound understanding of data protection and confidentiality • Knowledge of legal requirements, national policy and guidance on the safeguarding of children 	
Equal opportunities	<ul style="list-style-type: none"> • Commitment to Inclusion and Diversity 	

Personal attributes	<ul style="list-style-type: none"> • A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment • A commitment to getting the best outcomes for all pupils and to promoting the ethos and values of the school • The ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school • A brave approach to embracing innovative ways of doing things • The ability to act as a positive role model to others in the school • Enjoyment of working with children and as part of a team • A commitment to maintaining confidentiality at all times • A commitment to safeguarding pupils wellbeing and equality • The ability to provide detailed and regular feedback to teachers and pupils on achievement and progress • The ability to take on board constructive feedback from line managers to ensure positive outcomes for pupils • Resilience and the ability to be flexible • Must be able to meet the physical demands of the role • Good health and attendance records 	<ul style="list-style-type: none"> • The ability to organise, lead and motivate a team
General	<ul style="list-style-type: none"> • To take on any additional responsibilities which might, from time to time, be determined by the Headteacher • Satisfactory enhanced DBS disclosure 	