
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant

Salary Grade: School Support Staff Grade G

Accountable to: Head Teacher and Phase Leader

Post Objective

To contribute to School objectives by effectively and efficiently undertaking a range of duties to support the excellent teaching and learning of pupils; providing general and specific assistance to pupils in all aspects of the curriculum under the strategic direction of the Head teacher and with daily guidance and supervision from the classroom teacher.

To promote and actively support the values and ethos of the school.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Take responsibility for a whole class during the planned absence of a teacher to ensure that delivery of the curriculum is maintained
- 2) To supervise whole classes for release time or during the short-term absence of teaching staff.
- 3) Plan and deliver learning activities to children within agreed system of supervision resolving all but the most complex issues independently.
- 4) To complement teachers' delivery of the National Curriculum ensuring learning is planned at the appropriate age and ability ranges for the children.
- 5) To provide support for our children and teachers in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners.
- 6) To provide support for their welfare, and to support the inclusion of all children in all aspects of life at Arboretum Primary School.
- 7) Contribute to the lesson planning and delivery of a variety of classroom activities, visits and IEP's, including the preparation of materials, within the framework set by the teacher.
- 8) To support the teacher in the delivery of specific Educational Health and Care Plans for those pupils with Special Educational Needs / Disability, in liaison with health care/other professionals.
- 9) Plan and evaluate specialist learning activities, preparing reports and records for the teacher as required.

- 10) Monitor and assess children's responses to planned learning and modify learning to meet individual and/or group needs.
- 11) Monitor children's progress (using a range of techniques) to provide focused support to improve children's progress and achievement.
- 12) Provide constructive feedback in line with Arboretum Primary School Marking Policy.
- 13) Using Teaching and Learning objectives support the teacher in monitoring, assessing and recording of pupil progress/activities and Individual Education Plans (IEP's), writing reports and records as required.
- 14) Promote outstanding pupil behaviour in line with the school's Behaviour Policy and provide support for their social and emotional well-being, reporting any problems to the teacher and/or Safeguarding Team as appropriate and in line with school policies.
- 15) Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally ensuring the careful use of the school premises/site by pupils in your care.
- 16) Contribute to the training and assessment of work experience students and support the work of volunteers as appropriate, within the classroom.
- 17) Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.
- 18) Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for child's attendance, access and learning, and supporting home to school and community links.
- 19) Assist teaching staff by receiving instructions directly from professional or specialist support staff involved in the children's education.
- 20) Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
- 21) Participate in the delivery of local and national initiatives, as determined by the class teacher.
- 22) Support the safeguarding and welfare of pupils at all times, and report any concerns to the Safeguarding Team in line with school policies.

Generic duties

- 23) Actively participate in and contribute to staff meetings and INSET.
- 24) Recognise own strengths and areas of specialist expertise and use these to advise and support others.
- 25) Improve own knowledge and practice by responding to advice and feedback.
- 26) To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- 27) Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to safeguarding, health and safety and behaviour management.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head Teacher, however the responsibility level should not exceed those outlined above.

Postholder Name

Signature **Date**