



Teaching Assistant – Level 4/HLTA

RESPONSIBLE TO: Headteacher

WORKING HOURS: Various

SALARY SCALE: Grade G £26,824-£28,598 (paid pro-rata)
38 weeks per year (term time only)
Permanent

Job Purpose:

- To support teachers and pupils within the school in the delivery of quality teaching and a modern curriculum.

The aim of the job:

- To raise and maintain standards of education and social development for all pupils
- To promote the involvement of pupils in the social and academic processes of the school
- To enable pupils to become more independent learners
- To help to raise standards of achievement for all pupils

Key Features

- Job requires an in-depth understanding of methods, procedures and the curriculum. The emphasis of these jobs is on the practical application of specialist knowledge and skills
- Some will have a specialist role that will typically cover a deeper knowledge of a narrower range of circumstances and may provide a lead in that specialism to others within the school
- Supervisory responsibilities are likely to be a feature of these roles apart from where activities are of a very specialist nature
- Works under an agreed system of supervision/management delivering learning and providing specialist knowledge
- Under an agreed system of supervision some may deliver lessons to whole classes and groups
- Likely to interact with colleagues, managers, other service users and external partners and agencies
- Under an agreed system of supervision some may deliver lessons to whole classes and groups.

Working in the Environment

- Take a lead role in managing and delivering pastoral care and developing and implementing behaviour management strategies promoting independence and self-control and assist in the supervision of pupils to ensure that the school's standards of health, safety and behaviour control are maintained
- Employ strategies to recognise and reward achievement of self-reliance to meet the needs of pupils

- Under supervision plan, prepare and deliver learning objectives and activities, adjusting when appropriate to meet the requirements of pupils and the curriculum
- A specialist role may conduct comprehensive pupil needs assessments, produce and disseminate individual education, behaviour, support and / or mentoring plans, lesson plans and learning activities to less specialist colleagues to deliver specific parts of the curriculum or provide guidance on a specialist area
- Use specialist skills to support pupils consistently in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Provide administrative and other support to meet service delivery requirements
- Lead in the development, implementation and monitoring of systems relating to attendance and integration to meet service delivery requirements
- Take responsibility for the provision of out of school learning activities
- Administer, assess and mark tests and invigilate exams and tests to meet requirements of pupils and the curriculum
- Select, plan, prepare, organise and evaluate the effectiveness of learning resources and environment to lead learning activities to meet the needs of pupils and the curriculum
- Advise on appropriate deployment and use of specialist aid, resources and equipment to meet the needs of pupils and the curriculum

Working with People

- Lead, advise, and contribute to team development activities and supervise, coach and mentor less experienced and specialised colleagues to support the achievement of individual and team performance and development objectives
- Build and maintain positive constructive working relationships with pupils, parents, colleagues, professionals and multi-agencies to discuss pupil progress, internally and externally and maximise pupil development and maintain the overall ethos of the school

Working with Resources

- Ensure the resource monitoring and ordering process provides the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise the effectiveness of financial resources

Working with Information

- Monitor, observe, record and feedback on pupil achievement providing objective reports with appropriate evidence and assist in the gathering of information and completion of pupil profiles and records of attainment to maximise pupil development
- May implement specific progress and review systems related to a specialist area to ensure monitoring and review of pupil progress to maximise pupil development and meet national requirements

Other duties and responsibilities

- Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils.
- Job holders may set out PE equipment and will have help in moving heavy equipment.
- Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather
- Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill
- Any other duties that the head teacher may from time to time ask the post-holder to perform.

Knowledge, Skills and Experience

Essentials

NVQ level 4 or equivalent in relevant subject (for example Higher Level Teaching Assistant standards)

or

- Substantial experience of work experience in related field

and

- Appropriate level of English and Maths skills equivalent to NVQ level 2
- Specialist skills / training in curriculum or learning (for example , sign language, bilingual, dyslexia)
- Appropriate level of IT skills
- Appropriate level of data protection, security and confidentiality awareness

Desirable:

- Working knowledge of implementing national curriculum and other relevant learning programmes
- Evidence of mentoring skills at a level relevant to the role
- Ability to organise, lead and motivate a team
- Understanding of corporate equalities standards and diversity issues and impact in immediate work area

Safeguarding

Flore C of E is committed to safeguarding. Flore staff fully recognise the contribution they can make to protect children and support children in school. Pupils' welfare and safety is paramount importance. The aim is to safeguard and promote our pupils welfare, safety and health by fostering an honest, open, caring and supportive climate.

- To undertake annual safeguarding/ child protection training
- To follow the schools safeguarding procedures fully in line with the schools child protection policy

Flore Church of England Primary School is committed to safeguarding, any appointment will be subject to an enhanced DBS check.