

Cliffe Woods Primary School

JOB DESCRIPTION

Post: Higher Level Teaching Assistant

Hours: 18 hours per week

Duties: Supporting children and teachers as detailed below

Grade: KR6/7

Responsible to: Deputy Head Teacher

Main purpose of the job

In addition to the Teaching Assistant job description, HLTAs will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve: some planning, preparing and delivering learning activities when required for whole classes/small groups; some monitoring and assessing of pupils; recording and reporting on pupils' achievement, progress and development.

Accountability

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs;
- Deliver 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 pupils' skills;
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use;
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds;
- Organise and manage appropriate learning environment and resources;
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate;
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives;
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence;

- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence;
- Administer and assess/mark tests and invigilate exams/tests;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning;
- Establish productive working relationships with pupils, acting as a role model and setting high expectations;
- Implement Individual Education/Behaviour Plans and Personal Care Programmes;
- Promote the inclusion and acceptance of all pupils within the classroom;
- Encourage the pupils to interact and work co-operatively with others and engage pupils in activities;
- Provide feedback to pupils in relation to progress and achievement;
- Support the development and effectiveness of the team, providing supervision and mentoring to other Teaching Assistants;
- Participate in training and other learning activities and performance development as required.

Person Specification

- Previous experience of working with children in a learning environment;
- Have been awarded Higher Level Teaching Assistant Status or equivalent;
- Excellent numeracy and literacy skills, equivalent to level 2 English and maths;
- Training in relevant learning strategies, e.g. literacy;
- Specialist skills/training in curriculum or learning area, e.g. ICT;
- Good understanding of child development and the learning process;
- Understanding of statutory frameworks relating to teaching;
- Excellent organisational and interpersonal skills;
- Ability to relate well to children and adults;
- Ability to work on own initiative.

Organisation

- The post holder will be directly line managed by the Assistant/Deputy headteacher;
- The post holder will be required to deliver teaching and learning activities to whole classes in the absence of the teacher;
- The post holder will have daily contact with staff throughout the school, pupils, parents and Governors (as and when necessary);
- The post holder will be entitled to PPA time amounting to 10% of timetabled teaching time

Working Environment

- The post holder will be based within Cliffe Woods Primary School.

Professional Values

- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from all of the pupils;
- Work collaboratively with colleagues to meet the needs of all pupils;
- Carry out all aspects of the role effectively and to seek help and advice when necessary;
- Liase sensitively and effectively with parents, carers, and outside agencies (if necessary) recognising their role in a pupils learning;
- Continually seek to improve their own practice, including through observation, examination and discussion with colleagues and to seek advice and guidance as necessary.

General

- Maintain a safe environment for pupils, staff and visitors to the school;
- Supervise pupils off site on school trips and other external visits under the direction of the visit leader;
- Be responsible for the supervision of other Teaching Assistants, and other adults supporting the teaching and learning in the classroom when necessary;