



Dunton Green Primary School

London Road, Dunton Green, Sevenoaks, Kent TN13 2UR Headteacher: Ms T Boanas

Tel: 01732 462221 e-mail: office@dunton-green.kent.sch.uk

'Empowering life-long learners'

Job Description: Teaching Assistant – HLTA

School: Dunton Green Primary School

Grade: Kent Range 5

Responsible to: Line Manager

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

Key duties and responsibilities:

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants at this level are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - b. Provide specialist support to pupils where English is not their first language
 - c. Provide specialist support to gifted and talented pupils
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).



Teaching Assistants in this role may also undertake some or all of the following:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
2. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
3. Contribute to the development of policies and procedures
4. Provide short- term cover supervision of classes
5. Supervise or manage the work and development of other classroom support staff
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources
7. Liaise with external agencies on a regular basis
8. Provide pastoral care to pupils for example as head of year or tutor group
9. Be responsible for pupils who are not working to the normal timetable
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Invigilate exams and tests
12. Be responsible for the presentation of displays.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.