

Federation of Goodnestone & Nonington CE Primary Schools

Teaching Assistant – HLTA

Grade: Kent Range 5
Responsible to: Head of School

Purpose of the Job:

- To actively promote and contribute to the federation's Christian vision.
- To work with teachers to organise and support teaching and learning activities for individuals, groups or 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. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
6. Provide specialist support to individual pupils with learning, behavioural, communication, social, sensory or physical difficulties and be a role model for other TAs

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. Contribute to the development of policies and procedures
3. Provide short- term cover supervision of classes
4. Supervise or manage the work and development of other classroom support staff
5. Be responsible for pupils who are not working to the normal timetable
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

Federation of Goodnestone & Nonington CE Primary Schools

Teaching Assistant – HLTA

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA
EXPERIENCE	Successful relevant experience of working with children of relevant age within a learning environment
SKILLS AND ABILITIES	Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
KNOWLEDGE	<p>Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</p> <p>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p>