**Mundella Primary School**

Outline Job Description

Higher Level Teaching Assistant - HLTA

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| **Name** |  |
| **Grade** | Kent Range 7 |
| **Responsible to** | Phase Leader |

**Purpose of the Job:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes under the direction of the Phase Leader and the Senior Management Team. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

**Key duties and responsibilities:**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall 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 detailed 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. Attend Pupil Progress meetings to support development of individualised provision
8. 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.
9. Liaise with external agencies on a regular basis.
10. Teaching Assistants at this level are expected to undertake at least one of the following:
11. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
12. Provide specialist support to pupils where English is not their first language.
13. Provide specialist support to gifted and talented pupils.
14. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
15. Undertake any tasks as deemed appropriate by the Head Teacher

**Note:** The options in point 7 above are alternative specialisms and only the specialism actually applicable should be used.

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

1. Supervise or manage the work and development of other classroom support staff.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
3. Be responsible for pupils who are not working to the normal timetable.
4. Invigilate exams and tests.

**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.

* *Each member of staff is responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.*
* *All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know.*
* *Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handing.*
* ***All Staff in the School*** *have A PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely within the Health & Safety Policy.*
* *They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer’s health and safety arrangements for the protection of people at work and who may be affected by them.*

This document will be reviewed annually in the Autumn Term when performance targets are set but a review may be requested, at any time, by the employee.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Higher Level Teaching Assistant**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher**