



# Job Description: Higher Level Teaching Assistant

## Job Purpose:

A Higher Level Teaching Assistant will:

- foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.
- work alongside the class teachers, utilising specialist detailed knowledge and specialist skills to undertake “specified work” allocated by the school or the teacher, and provide care and supervision to the children.

## Duties:

### Support for pupils

- Deliver agreed lessons and learning activities to individuals, groups and whole classes as required;
- Assist pupils in carrying out schemes of work and programmes set by teaching staff;
- Support pupils in their individual development , *for example, in their acquisition of cognitive and learning skills*;
- Good working knowledge of RWI phonics is desirable
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum;
- Help with the care and support of pupils;
- Contribute to the well-being of pupils;
- Establish and maintain relationships with individual pupils and groups;
- Be an effective model for pupil behaviour;

### Support for the teacher

- Contribute to the planning and evaluation of learning activities;
- Assist in the recording of pupils’ progress;
- Help with classroom resources and records;
- Contribute to the management of pupils’ behaviour, both in the classroom and on the playground, as required;
- Support the school curriculum, especially literacy and numeracy activities;
- Provide support for learning activities;
- Support the use of ICT in the classroom;
- Assist in the maintenance of a safe environment for pupils and staff;
- Assist in the presentation of display materials;
- Support teaching staff or senior colleagues with routine administration.

### Support for the school

- Assist the teaching staff in the smooth transition between educational phases;
- Assist in the preparation of reports on pupils’ performance, and contribute to the maintenance of pupils’ records
- Liaise effectively with parents and other parties as required;
- Monitor effective working relationships with colleagues and parents;
- Contribute to the maintenance of pupils’ safety and security;
- Review and develop their own professional practice;
- Recognise confidentiality, child protection issues, Health & Safety, and the policies of the Governing Body and LA.
- Adhere to the DfE Teaching Assistant Standards (National Occupational Standards for Supporting Teaching and Learning in Schools – applicable to particular job roles).
- Monitor effective working relationships with colleagues and parents;



Discussed and Agreed on \_\_\_\_\_ (Date)

Signed \_\_\_\_\_  
Member of staff/Applicant

Print \_\_\_\_\_

Signed \_\_\_\_\_

Acting Headteacher, Amanda Stevenson