



Job Description

Special Resource Provision Higher Level Teaching Assistant (HLTA) – KR5

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Higher Level Teaching Assistant (KR5) at Holy Trinity & St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Higher Level Teaching Assistant and Learning Mentor (KR5)	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as Higher Level Teaching Assistant
	C	Additional Responsibilities as a SRP Support Staff Mentor
Accountable to	SRP Lead Teacher SENCO Inclusion Leader Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		Headteacher

A - General duties relevant to all members of staff

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St

[Type here]



John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).

B: Undertaking responsibilities as a higher level teaching assistant

To work under the direction and guidance of the Headteacher, Inclusion Leader, SENCO and SRP Lead Teacher to assist in the educational and social development of individual pupil, ensuring pupil welfare and progression. To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To be prepared to support PPA and/or class cover if requested. To make full use of Performance Appraisal opportunities

Duties and Responsibilities:

Support for record keeping and resources:

Participate in the implementation of Provision Maps and Pastoral Support Plans for pupils as designed by the teacher and SENCO. Duties will include monitoring the progress of pupils both educationally and socially on a plan, do and review cycle.

Carry out administrative duties such as lesson resource preparation, displays and photocopying.

Maintain accurate records and ensure that all documentation of interventions is recorded and filed appropriately (especially matters of confidentiality and Safeguarding).

Make resources/gather materials for teachers and/or pupils to support in their emotional, social needs as well as access to the curriculum.

Be aware of and comply with policies and procedures relation to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Be responsible for supervising pupils who have their own individual timetables throughout the school day.

Assist with breaktimes supervision including facilitating games and activities.

Cover supervisor:

To deliver the content of the lesson planned (by the SRP lead or class teacher) for small groups or class cover. Also to give effective feedback on the pupil's progress in that session. Marking books according to marking policy.

Facilitate, prepare and deliver assigned programmes of teaching and learning opportunities.

Liaise with the SRP Lead or class teacher in order to understand the objective of each lesson and demonstrate curriculum and subject knowledge. Use these objectives to plan, evaluate and adapt lessons as appropriate.

Understand the assessment and success criteria to be used for each session and feedback required to the class teacher.

Assist in the national and school based assessments and their arrangements e.g. SATs, reading and maths tests, BRP and end of term assessments.

To inform the teacher/SLT of anything they should know as a result of the teaching time.

[Type here]



Job Description

Special Resource Provision Higher Level Teaching Assistant (HLTA) – KR5

To provide support for the individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.

Work with the individual/group programmes devised by other professionals, e.g. speech therapist, occupational therapist etc.

Implement behaviour management programmes and Pastoral Support Plans (PSPs) for pupils to measure and ensure pupil's wellbeing, health, safety and learning needs are met.

Support the role of parents/carers in pupils learning and provide reports for meetings with parents.

Care and support of the pupils:

To assist in the support and inclusion of all SRP pupils into the SRP class and mainstream classroom

Undertake a variety of tasks to support the needs of challenging and vulnerable young people in a proactive and positive setting. To support identified individuals to access the social and academic curriculum in the most effective way, appropriate to their needs and understanding.

Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To be aware of and observe Health and Safety practices and policies at all times.

Support for colleagues:

Provide a service to teaching and other staff, address the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

Participate and supervise pupils in the off-site activities as directed by the Headteacher, Inclusion Leader or class teacher e.g. educational trips.

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

Modelling good practice and mentoring new and existing support staff.

Attend relevant teaching staff and briefing meetings to feedback to TAs, as necessary

Liaise with the parents and other agencies as necessary.

To observe strict confidentiality on all matters concerning pupils and school matters.

To keep up communication systems by checking and using school e-mail system.

Supporting your own Professional Development:

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.

To review and reflect on your own progress and development.

To be an active participator in the appraisal process

[Type here]



C. Other responsibilities: Mentoring Support Staff

Key Tasks:

- Sharing the support staff handbook with new SRP TAs
- Introducing new SRP support staff to all school staff
- Having induction meetings
- Modelling good practice for new and existing staff
- Support new and existing staff with issues relating to their role
- Advising on resources for supporting pupils and where possible preparing resources for individual needs
- Being an advocate for support staff

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.