

HYTHE BAY CHURCH OF ENGLAND PRIMARY SCHOOL



JOB DESCRIPTION

Post: Higher Level Teaching Assistant

Name:

Reports to: Deputy Headteacher

HYTHE BAY
Church of England
Primary School and
Children's Centre

Duties and Responsibilities

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve preparing and delivering planned learning activities for individuals/groups or short term for whole class and monitoring pupils, recording and reporting on pupils' achievement and progress.

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. This includes cleaning up and giving first aid to pupils in need (including cleaning up vomit and incontinence). Training will be provided if necessary.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.

Person Specification for Higher Learning Teaching Assistant

Experience: • Working with young children in an educational and/or care environment.

Qualifications or Training: • Excellent standard of literacy and numeracy
 • Ideally NVQ II or equivalent in a relevant subject
 • Meet HLTA standards or equivalent qualification and experience.

Practical Skills: • Relates well to children and cares about their individual needs
 • Excellent communication skills and the ability to set and communicate a clear instructions
 • Good interpersonal skills
 • Ability to embrace new initiatives
 • ICT literate with experience of use of ICT use in teaching and learning
 • Full working knowledge of relevant policies/codes of practice/legislation

Personal Qualities & Attributes: • Ability to appreciate and nurture children’s spirituality
 • Ability to maintain and develop good sensitive relationships with Children, Parents, Staff, Governors and the Community
 • A commitment to maintain high standards of achievement for all pupils, recognising individuals whilst embracing equality and diversity.
 • Effective communicator and listener
 • Effective in time management
 • Enthusiastic and self-motivated
 • Friendly, lively, sense of humour and fun

Signed Date

Signed Headteacher