

**Burnt Oak Primary School  
Medway Council  
Job Description**

**Job Title:** Higher Level Teaching Assistant – C2

**Department:** Education

**Responsible to:-** Deputy Headteacher

**1. Main purpose of Job**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities when required for whole classes/small groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

**2. Accountability**

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- 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.
- 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 providing 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.
- 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.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities.
- Provide feedback to pupils in relation to progress and achievement.
- Support the development and effectiveness of the team, providing supervision and mentoring to other Teaching Assistants.
- Participate in training and other learning activities and performance development as required.

### **3. Person Specification**

- Previous experience of working with children in a learning environment.
- Have been awarded Higher Level Teaching Assistant Status.
- NVQ3 or equivalent in Teaching Assistance.
- Excellent numeracy and literacy skills, equivalent to Level 3 in English and Maths.
- Training in relevant learning strategies, e.g. literacy.
- Specialist skills/training in curriculum or learning area, e.g. ICT.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Excellent organisational and interpersonal skills
- Ability to relate well to children and adults

- Ability to work on own initiative

#### **4. Organisation**

The post holder will be directly line managed by the Deputy Headteacher.

The post holder will be required to deliver teaching and learning activities to whole classes in the absence of the teacher or Senior Leader.

The post holder will have daily contact with staff throughout the school, pupils, parents and Governors

#### **5. Financial Accountabilities**

The post holder will have no direct finance responsibility

#### **6. Working Environment**

The post holder will be based within a school.

#### **General duties / Responsibilities**

Safeguarding and promoting the welfare of children is every employee's responsibility. Everyone at Burnt Oak Primary School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

**This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.**

Signed:

\_\_\_\_\_  
Post Holder

Date:

\_\_\_\_\_  
Headteacher

Date: