

Job Description



Higher Level Teaching Assistant

With the responsibility for teaching Spanish across the school

School: Blean Primary School
Grade: KSE (KR7)
Responsible to: Assistant Headteacher

Purpose of the Job:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. 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 whole classes, modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Teach Spanish across the school
3. Assess, record and report on development, progress and attainment.
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
5. Support teaching staff through planning, preparing and delivering lessons to facilitate non-contact time for teachers and provide short term sickness cover.
6. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
7. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
8. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
9. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
10. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement via the Class Teacher/Inclusion Manager.
11. Liaise with external agencies on a regular basis.
10. Teaching Assistants at this level are expected to undertake a specialism such as Music, IT/Computing and support the subject leader, enrichment and extracurricular activities linked to this area.

Higher Level 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. Provide pastoral care to pupils.
4. Be responsible for pupils who are not working to the normal timetable.
5. 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. For KCC purposes this post has been rated as DMA Level 1

1. **Person Specification:** Teaching Assistant – HLTA 2

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development. • GCSE in English, Spanish and Maths C or above essential. • IT proficient
EXPERIENCE	<ul style="list-style-type: none"> • Successful relevant and current experience of working with primary aged children within a learning environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Demonstrate specialist skills that may be appropriate to above. • Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. • Ability to adapt and teach different year groups at short notice.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. Spanish), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety.