



St Peter's Methodist Primary School

Higher Level Teaching Assistant (HLTA)



Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant at St Peter's Methodist Primary School have been set out in this job description.</i>		
Responsibility Areas	Higher Level Teaching Assistant	
Accountabilities	A	Undertaking responsibilities as a Teaching Assistant
	B	Undertaking responsibilities as a HLTA
	C	Generic duties relevant to all members of staff.
Accountable to	Class Teacher Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed	Date:	
Signed	Headteacher	



St Peter's Methodist Primary School

Higher Level Teaching Assistant (HLTA)



Area of Accountability: A

Undertaking responsibilities as a Teaching Assistant

To promote the vision and aims of St Peter's Methodist Primary School

- Lead by example as an enthusiastic, efficient and highly effective teaching assistant.
- Be fully familiar with school aims and policies and the national curriculum to ensure quality of education.
- Be committed to celebrating children's successes and presenting their work through high quality displays, exhibitions etc.
- Work with colleagues to maintain and raise standards, attending relevant staff meetings as required.
- Liaise with the class teacher in preparation for, and feedback from, support sessions as appropriate.
- Liaise with the class teacher in preparing differentiated work/materials for use with groups or individuals.
- Assist in the physical well-being of individual pupils where appropriate.
- Maintain observation sheets/records where appropriate with significant information relating to targets.
- Prepare, present, display and maintain resources in the school for use in curriculum support under the direction of the class teacher.
- Work with small groups of pupils in programmes devised by other professionals such as speech therapists, occupational therapists.
- Be committed to extending own professional knowledge and expertise by attending in-service courses, personal reading, working with colleagues.
- Make full use of Performance Appraisal opportunities
- Undertake shared duties of supervision of pupils during break times.
- Promote and safeguard the welfare of the children with whom they have contact
- Expect the highest standard of behaviour, appreciating the need to set a good personal example.
- Ensure the safety and monitor the discipline of children both within the classroom and generally around the school.



St Peter's Methodist Primary School

Higher Level Teaching Assistant (HLTA)



Area of Accountability: B

Undertaking responsibilities as a Higher Level Teaching Assistant

Main Purpose of Job

- To complement the professional work of teachers by taking responsibility for delegated learning activities under an agreed system of supervision.
- To deliver planned lessons for classes across the school
- To complete marking for any lessons delivered.
- To work with small groups to provide support and intervention.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle.
- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff.
- To provide support for pupils (eg: additional SEN, EAL, GT, Pupil Premium, under achievers) by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To encourage pupils to become independent learners, to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.
- To contribute by assessing, recording and reporting pupils' achievements, progress and development.

Knowledge and Understanding

- Have an up-to-date working knowledge of the national curriculum and the relevant supporting documents.
- Understand how a pupil's learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Make effective and efficient use of ICT for classroom and management support.
- Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety and Child Protection policies.
- Be familiar and up to date with SEN Code of Practice.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.



St Peter's Methodist Primary School

Higher Level Teaching Assistant (HLTA)



Main Duties and Responsibilities

Planning

Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.

Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.

Contribute to the planning of learning opportunities for pupils.

Teaching and Learning

Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.

Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour to teachers and pupils.

Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.

Support the teaching and assist pupils to access the full curriculum. Be familiar with lesson plans, provision plan targets and learning objectives.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.

Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

Organise and safely manage the appropriate learning environment and resources.

Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.



St Peter's Methodist Primary School

Higher Level Teaching Assistant (HLTA)



Area of Accountability: C

General duties relevant to all members of staff

To actively promote our agreed Christian Values and school mission statement and aims.

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'.

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

St Peter's Methodist Primary 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 and young people and to follow the child protection procedures adopted by St Peter's Methodist Primary School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.