

JOB DESCRIPTION

TITLE:

Teaching Assistant – HLTA
Level 2

GRADE: KSE

HOURS:

Term Time Only
Core hours: 08:15 – 15:30
Monday – Friday

REPORTS TO:

Assistant Headteacher / SENCo

MAIN PURPOSE OF THE JOB

To collaborate with teachers in planning, preparation and delivery of programmes of teaching and learning activities for classes. To undertake assessment, monitoring, evaluation and recording of pupil progress.

To assist the School SENCo with administration and classroom support as and when required.

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 Tasks and Responsibilities

- Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- Monitor and evaluate pupil responses to learning through the use of school assessment strategies. Assess, record and report on development, progress and attainment using agreed school procedures.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including providing feedback and liaison with other agencies where appropriate
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide feedback on pupil progress / achievements etc
- Liaise with external agencies on a regular basis as appropriate

SEN Provision

- To assist the school SENCo with administration and classroom support, liaising with parents / carers as necessary.
- To act as Family Liaison Officer if the need arises under supervision of the Headteacher.

Teaching Assistants at this level are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
- b. Provide specialist support to pupils where English is not their first language
- c. Provide specialist support to gifted and talented pupils
- d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

- Supervise or manage the work and development of other classroom support staff
- Provide short-term cover supervision of classes
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be responsible for the presentation of displays.
- Invigilate exams and tests

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals and all staff.
- Attend and participate in staff and departmental meetings as appropriate.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Equalities

- Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.

Other

- Any other duties that may reasonably be required by the Headteacher or School Trustees.

SAFEGUARDING RESPONSIBILITIES

All members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Jubilee Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership