



St Joseph's Catholic Primary School Higher Level Teaching Assistant Job Description

Post Holder:	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Higher-Level Teaching Assistant at St Joseph's Catholic Primary School</i></p>	
Responsibility Areas	<ul style="list-style-type: none"> • Work closely with class teachers to raise the learning and attainment of pupils • With guidance from teachers, cover classes teaching according to lesson plans. • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement • Lead interventions with groups or individual children.
Accountabilities	Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
	When teaching, ensure health and safety and good behaviour of pupils. Show awareness of the differences in need of pupils within a class. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
	Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. Mark books following teaching of lessons following school policies for giving feedback.
	Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
	Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
	Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
	Undertake tasks directed by the Leadership Team and Teachers to assist with the smooth running of the school.
Accountable to	Senior Leadership Team & Class Teachers
Salary range	KSD
Signed	Date:

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment



St Joseph's Catholic Primary School

Higher Level Teaching Assistant

Job Description

Higher Level Teaching Assistant Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • English & Math to GCSE grade C or equivalent 	✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> • Previous TA experience 		✓
Knowledge & Understanding	Essential	Desirable
<ul style="list-style-type: none"> • Understanding of how to support children with Additional Educational needs in their learning through adaptations • Know the difference between support & dependence 	✓ ✓	
Skills	Essential	Desirable
<ul style="list-style-type: none"> • Be confident to interact with parents on a 1:1 basis • Be able to support the Class Teacher • Work effectively in a class setting to support learning • Ability to liaise with Inclusion Lead to get the best possible outcomes for children • Be able to liaise with teachers in order to deliver planned lessons. 	✓ ✓ ✓ ✓	
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> • High levels of discretion, reliability, compassion and integrity • Commitment to ongoing professional development • Sympathetic to Catholic ethos 	✓ ✓ ✓	